UNIVERSITY OF SOUTHERN CALIFORNIA
Systems Programmer I
Job Code: 165307

Grade: TI
OT Eligible: Yes
Comp Approval: 8/28/2008

JOB SUMMARY:
Works under direct supervision and on limited phases of systems programming.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

Reports and repairs bugs in supplied software.
Determines requirements for new software.
Assists with design, coding, benchmark testing, debugging and documentation of new software.
Interfaces with user community to determine trends in machine and software usage.
Works from specifications.
Writes applications that typically deal with utility programs.
Stays informed of new developments and technologies.
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: □ No
□ Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
Bachelor’s degree
Combined experience/education as substitute for minimum education

Minimum Experience:
1 year
Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Understanding of and experience with computer science and operating systems.

**Preferred Education:**
- Bachelor's degree

**Preferred Experience:**
- 2 years

**Skills: Administrative:**
- Communicate with others to gather information
- Customer service
- Gather data
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Write in computer code

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Conceptualization and design
- Consulting
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Problem identification and resolution

**Skilled in:**
- Applications/systems development methodologies
- Business requirements tools and techniques
- Operating systems
- Programming languages
- Quality assurance/testing methods, tools and techniques
- Software design tools
- Troubleshooting

**Skills: Machine/Equipment:**
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**
- May oversee student and/or temporary workers.

**Comments:**
- Evening or weekend work may be necessary to meet deadlines or solve specific problems.
SIGNATURES:

Employee: _______________________________ Date: _______________________________
Supervisor: ______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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