UNIVERSITY OF SOUTHERN CALIFORNIA

Systems Programmer III

Job Code: 165315

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

JOB SUMMARY:
Develops or modifies complex operating systems software. Solves highly technical or obscure problems within the operating system. Works under minimal supervision at a high level of technical proficiency on all phases of systems programming.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>TASK DESCRIPTION</th>
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<td>Maintains complex operating systems.</td>
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<td>Leads other systems programmers in the production of a new operating system or the major overhaul of an existing system.</td>
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<td>Leads others to produce large amounts of new and revised operating system code.</td>
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<td>Schedules work, sets priorities, establishes deadlines, and ensures the timely completion of all work by systems programmers, as assigned.</td>
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<td>Designs, codes, tests, debugs and documents programs.</td>
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<td>Supervises and participates in the design, implementation and integration of new routines into the operating system.</td>
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<td>Evaluates new and existing software products.</td>
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<td>Provides technical information on the operating system, and its supported products, to others</td>
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<td>Formulates/defines specifications for complex operating software or modifies complex existing applications.</td>
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<td>Write applications that typically deal with utility programs and/or overall operating systems.</td>
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<td>Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.</td>
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<td>Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
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*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:**
- 3 years
- 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:**
- 5 years

**Skills: Administrative:**
- Communicate with others to gather information
- Coordinate work of others
- 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
- Planning
- Problem identification and resolution
- Scheduling

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

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Leads one or more employees performing similar work.

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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