UNIVERSITY OF SOUTHERN CALIFORNIA
Systems Programmer IV
Job Code: 165319

Grade: TL
OT Eligible: No
Comp Approval: 8/28/2008

JOB SUMMARY:
Develops or modifies complex operating systems software. Provides internal technical consulting on complex projects involving one or more highly specialized phases of operating systems programming. Solves highly technical or obscure problems occurring in the operations system. Works independently receiving minimal direction. Efforts are monitored on project progress and results.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME
____  ____ Provides consultation, advice and assistance in modifying or maintaining complex operating systems.
____  ____ Formulates or defines specifications for complex operating software program applications.
____  ____ Designs, codes, tests, debugs and documents programs. Troubleshoots highly complex or obscure problems.
____  ____ Serves as project leader or technical specialist. Schedules work, sets priorities, establishes deadlines, and ensures the timely completion of all work by systems programmers, as assigned.
____  ____ Installs, tests and evaluates new third party software.
____  ____ Formulates/defines specifications for complex operating software or modifies complex existing applications.
____  ____ Writes applications that typically deal with overall operating systems.
____  ____ Provides leadership, guidance and direction to other systems programmers, as needed. Reviews the work of others, as requested.
____  ____ 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.

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
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 work experience and education as equivalent

**Minimum Experience:**
- 5 years

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

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

**Preferred Experience:**
- 7 years

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Consulting
- Customer service
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance Skills
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Research
- Scheduling
- Teaching/training

**Skilled in:**
- Applications/systems development methodologies
- Business requirements tools and techniques
- Database design tools and techniques
- Mathematics
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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 employees performing similar work on a project basis.
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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