**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Supervising Systems Programmer**

**Job Code: 165323**

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

**JOB SUMMARY:**
Supervises the development or modification of complex operating systems software.

**JOB ACCOUNTABILITIES:**

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<th>*E/M/NA</th>
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<td>Supervises, recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines, and/or terminates employees as required.</td>
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<td>Supervises other systems programmers in the production of a new operating system, the major overhaul of an existing system and/or the maintenance of complex operating systems.</td>
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<td>Provides technical information to staff members of other units on matters pertaining to the operating system and its supported products.</td>
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<td>Interfaces with users to determine their data processing requirements. Conducts detailed systems analysis to define system scope and objectives and determine requirements. Develops complete system and program specifications.</td>
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<td>Provides consultative services to other areas of the university and/or clients on evaluating design and configuration of software applications. Develops concept design to assist in the implementation of new applications.</td>
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<td>Ensures performance of supported applications; determines and recommends improvement or modification.</td>
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<td>Develops training materials; assists in the training of end users. Provides technical consultation.</td>
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<td>Initiates and recommends the purchase of new software tools. Prepares ad hoc reports as requested.</td>
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<td>Ensures organizational unit stays within budget limit. Monitors budget against variances. Estimates, for budget purposes, the future personal and equipment needs for the unit.</td>
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<td>Networks with professional counterparts inside and outside the university. Participates in professional associations to stay informed of new developments and technologies. Makes recommendations to senior management regarding technology changes based on developments in field and business needs.</td>
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<td>Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.</td>
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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 work experience and education as equivalent

Minimum Experience:

5 years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Understanding and strong knowledge of and experience with computer science and operating systems.

Preferred Education:

Bachelor's degree

Preferred Experience:

7 years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Supervisory Skills
Teaching/training

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:

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

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Technical

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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