Consulting Programmer  
Job Code: 165511

Grade: TJ  
OT Eligible: Yes  
Comp Approval: 9/30/2013

JOB SUMMARY:  
Provides consultative services to users covering training and education, user support, documentation and applications programming.

JOB ACCOUNTABILITIES:  
*E/M/NA  % TIME

______ ______ Analyzes, plans, designs, programs, tests, implements and documents customized applications for users.
______ ______ Advises on hardware and software usage and works with users to resolve problems using existing computer resources.
______ ______ Develops documentation for policies, procedures and other general information for users as well as departmental purposes.
______ ______ Provides time and cost estimates for special projects requested by users.
______ ______ Designs training and educational materials for users. Teaches courses or evaluates course outlines, materials and instructional methods or techniques.
______ ______ 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:
Minimum Field of Expertise:
Knowledge of one or more computer systems; proficient on one or more programming languages and documentation experience

Preferred Education:
Bachelor's degree

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

Skills: Other:
Analysis
Assessment/evaluation
Conceptualization and design
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Public speaking/presentations
Teaching/ training

Skilled in:
Programming languages
Technical documentation

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

Supervises: Level:
May oversee student, temporary and/or resource workers.

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