UNIVERSITY OF SOUTHERN CALIFORNIA
Electronics Technician
Job Code: 167307

Grade: J
OT Eligible: Yes
Comp Approval: 8/10/1994

JOB SUMMARY:
Supports the development of prototype and limited production electronic hardware required for research projects.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

______ ______ Handles all phases of prototype implementation, including: * layout of circuit substrates from design documents; * assembly or breadboarding of prototype or experimental circuits from design documents; * prototype circuit debugging and testing, including use of special test adapters and written test plans. Maintains design documents through engineering change process including updating bills of materials and design documentation.

______ ______ Provides support for limited production runs of modules. Coordinates vendor services and performs some assembly work.

______ ______ Writes reports on experimental and developmental results.

______ ______ 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:
High School or equivalent
Combined experience/education as substitute for minimum education

Minimum Experience:
2 Years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
Related industrial experience

**Preferred Education:**
Bachelor's Degree

**Preferred Experience:**
5 Years

**Skills: Other:**
Analysis  
Conceptualization and design  
Lead/Guidance Skills  
Organization  
Planning  
Problem identification and resolution  
Research

**Skills: Machine:**
Computer Network (Department or School)  
Personal Computer

**Supervises: Level:**
Trains new employees and allocates and monitors work of others

**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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