UNIVERSITY OF SOUTHERN CALIFORNIA

MOSIS Production Supervisor

Job Code: 167463

Grade: TJ
OT Eligible: No
Comp Approval: 10/3/2008

JOB SUMMARY:
Supervises the daily operations of the Metal Oxide Semiconductor Implementation Service (MOSIS) integrated circuit assembly and shipping group. Plans, directs and coordinates the activities and quality control efforts of the MOSIS integrated circuit assembly and shipping group.

JOB ACCOUNTABILITIES:

Supervises the daily operations of the MOSIS integrated circuit assembly and shipping group. Establishes policies, procedures goals, and deadlines. Ensures that policies and procedures are followed consistently and goals and deadlines are met. Analyzes current procedures and identifies areas needing improvement. Works with programmers and engineers to specify and implement software and database changes.

Supervises all assigned subordinate staff. Recruits, screens, hires, orients, trains and cross-trains staff. Evaluates employee performance, provides guidance and feedback to assigned staff. Counsels, disciplines and terminates employees as required.

Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a day-to-day basis. Ensures timely completion of department’s work.

Establishes quality standards and develops quality control procedures. Monitors the quality of work in progress, and ensures inspection and other quality control procedures are consistently followed.

Manages existing integrated circuit assembly vendor relationships ensuring MOSIS turnaround and quality requirements are met. Negotiates prices and terms. Evaluates new vendors and new integrated circuit assembly options. Makes recommendations, as appropriate.

Uses in-house software tools and interactions with customers and vendors to combine sets of process-specific integrated circuit design files submitted by customers into a manufacturing format for wafer fabrication.

Provides advice and answers questions of a highly technical nature regarding MOSIS design rules, fabrication processes, advance packaging, and other issues.

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.
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.

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:**
- 7 years

**Minimum Field of Expertise:**
- Experience in areas of integrated circuit fabrication and assembly, production control, quality control, and appropriate computer systems. Familiarity with computer file systems and system level utilities at the operator level.

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

**Preferred Field of Expertise:**
- Vendor negotiations, budgeting, pricing.

**Skills:**
- Analysis
- Assessment/evaluation
- Coaching
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
Skills: 

Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Staff development
Supervisory skills
Teaching/training

Skilled in:

Operating systems

Skills: Machine/Equipment:

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

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Professional/Paraprofessional
Technical

Comments:

Evening or weekend work may be necessary to meet deadlines or solve specific problems.
On call 24/7 to manage 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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