UNIVERSITY OF SOUTHERN CALIFORNIA
Computer Systems Engineer II
Job Code: 167507

Grade: TL
OT Eligible: Yes
Comp Approval: 10/1/2008

**JOB SUMMARY:**
Participates in the research and development of computer-based systems. Collaborates with senior researchers on problems of a diverse scope. Provides general engineering support on well-defined engineering problems.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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</thead>
<tbody>
<tr>
<td>✔️</td>
<td>✔️</td>
<td>Applies electrical and computer engineering principles in executing research and development activities. Solves a wide variety of engineering problems.</td>
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<tr>
<td>✔️</td>
<td>✔️</td>
<td>Coordinates with hardware engineers and software developers to select appropriate solutions. Monitors design concepts. Makes presentations at project meetings and internal design reviews. Interacts with peers through conferences and workshops.</td>
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<td>✔️</td>
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<td>Documents research and development activities and writes technical reports.</td>
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<td>✔️</td>
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<td>Provides technical guidance to computer system engineers, test technicians and other technical staff.</td>
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<td>✔️</td>
<td>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.</td>
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</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

- **Essential:**
  - Yes
  - 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 experience/education as substitute for minimum education

**Minimum Experience:**
Skills: Administrative:
communicate with others to gather information
presentation slide creation (e.g., keynote, powerpoint)
research information
understand and apply policies and procedures

Skills: Other:
analysis
assessment/evaluation
conceptualization and design
knowledge of applicable laws/policies/principles/etc.
organization
planning
problem identification and resolution
public speaking/presentations

Skilled in:
aplications/systems development methodologies
database programming
engineering software tools
mathematics
operating systems
programming languages
quality assurance/testing methods, tools and techniques
software design tools
technical documentation
web scripting and programming languages

Skills: Machine/Equipment:
computer network (department or school)
computer network (university)
computer peripheral equipment
fax
personal computer
photocopier

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