



JOB INFORMATION

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|-------------------|---|
| Job Code: | 165223 |
| Job Title: | Programmer Analyst IV |
| FLSA Status: | Exempt |
| Supervisory: | Leads employees performing similar work on a project basis. |
| Job Family: | Programming - Analysis |
| Job Family Group: | Information Technology |
| Management Level: | 7 Individual Contributor |

JOB SUMMARY

Serves as a project leader for large and complex software application projects or as a specialist providing technical consulting on complex projects. Formulates and defines system scope and objectives. Devises or modifies procedures to solve complex problems. Prepares detailed application design specifications. Oversees program design, coding, testing, debugging, installation, documentation and maintenance. Has full technical knowledge of programming and analysis and instructs, directs and reviews the work of other programming staff.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study |
|-----|------|-------------------|----------------|
| X | | Bachelor's degree | |
| | X | Bachelor's degree | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| Req | Pref | Work Experience | Experience Level |
|-----|------|-----------------|------------------|
| X | | 5 years | |
| | X | 7 years | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|---|
| X | | Relevant work experience providing strong technical knowledge of programming and analysis, and senior or lead experience. |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|---|---------------|------------------|-----------------|------------|
| Serves as project lead or technical specialist for software applications. Establishes project plans and schedules, identifies staffing and resource requirements, and monitors progress providing status reports as required. | | | | |
| Serves as primary liaison to functional users of supported systems. Communicates with users to extract and define needs. | | | | |
| Develops system definition, architecture and detailed needs analysis including hardware and software recommendations. | | | | |
| Converts, or oversees conversion of, user needs into system design specifications (e.g., screens, input methodology, data base structure). | | | | |
| Oversees the design, coding, testing, debugging, installation, documentation and maintenance activities of project staff. | | | | |
| Designs complex applications using coding languages. | | | | |
| Establishes and implements user training programs. | | | | |
| Serves as mentor to junior level staff. | | | | |
| Follows protocols and procedures to ensure application security. | | | | |
| Stays informed of changes in technology by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | 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. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/ | | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.