Research Programmer II
Job Description

JOB INFORMATION

Job Code:	165347
Job Title:	Research Programmer II
FLSA Status:	Exempt
Supervisory:	Leads employees performing similar work on a project basis.; May oversee student and/or temporary workers.; May supervise staff, student, temporary or resource workers.
Job Family:	Research - Programming
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides programming support to a research project. Develops or modifies large and complex system projects or as a specialist provides technical consulting to researchers on complex projects. Formulates and defines system scope and objectives. Devises or modifies procedures to solve complex problems. Utilizes creativity and innovation to solve conceptual programming problems raised by cutting edge research. Prepares detailed specifications. Creates program design, coding, testing, debugging, documentation and maintenance. Works under minimal supervision at a high level of technical proficiency on all phases of programming. Makes technical presentations and demonstrations at conferences and/or meetings.

JOB QUALIFICATIONS:

Education

Req	*Pref*	*Degree*	*Field of Study*	
X		Master's degree		

Additional Education

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

X	Combined experience/education as substitute for minimum education

Work Experience

Req	*Pref*	*Work Experience*	*Experience Level*	
X		3 years		
	X	5 years		

Additional Work Experience

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

	Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	*Pref*	*Functional Skills*
X		Relevant work experience to provide strong technical knowledge of programming and analysis as well as senior or lead experience.
X		Demonstrated ability to stand in for researchers as circumstances require.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated creativity and innovation in solving conceptual programming problems.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as lead programmer or technical specialist on a research project(s). Develops or modifies large and complex system projects. Establishes project plans and schedules and monitors progress providing status reports as required. Utilizes creativity and innovation to solve conceptual programming problems raised by cutting-edge research.				
Participates in research projects. Contributes to research designs, develops prototype implementations, and participates in the preparation of papers describing the research.				
Oversees the design, coding, testing, debugging and documentation activities of project staff.				
Interfaces with researchers to identify and determine requirements. Conducts detailed systems analysis to define system scope, objectives and implementation approach.				
Develops system definition, architecture and detailed needs analysis including hardware and software recommendations. Proposes alternative approaches and conducts evaluation and comparison.				
Collaborates with colleagues on research ideas and solutions. Works with staff and/or students providing guidance in system design and implementation.				
Establishes and implements user training programs, tutorials and other materials necessary to present and support research results.				
Suggests new avenues for research. Recognizes opportunities to adapt results for novel applications.				
Contributes text to project reports and technical papers.				
Takes primary responsibility for system demonstrations (preparation, setup, and delivery) at conferences and funder events.				
Makes technical presentations and demonstrations at conferences and/or meetings.				
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.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/

Campus Security Authority (CSA)		Essential:
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.