



### JOB INFORMATION

Job Code:	167459
Job Title:	MOSIS Run Closing Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Computer Research
Job Family Group:	Information Technology
Management Level:	5 Manager

### JOB SUMMARY

Manages the Metal Oxide Semiconductor Implementation Service (MOSIS) Run Closing Group and the MOSIS Customer Support Group. Provides expert-level trouble shooting and guidance to subordinate staff and/or users. Liaises between MOSIS engineers and MOSIS customers. Represents MOSIS at trade shows and other meetings.

### 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		7 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		Experience in areas of integrated circuit fabrication and appropriate computer systems.
X		Knowledge of and experience with production control.
X		Familiarity with computer file systems and system level utilities at the operator level.
	X	Production management and computer programming knowledge.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages daily operations of the run closing group and customer support group and provides expertise. Develops project schedules and estimates staffing levels and other resources required to meet appropriate project deadlines.				
Establishes policies, procedures, goals, and deadlines. Ensures policies and procedures are followed consistently and goals and deadlines are met.				
Directs complex projects and lends assistance to others as needed.				
Analyzes current procedures for initiating fabrication runs. Identifies areas needing improvement. Works with programmers and engineers to specify and implement changes.				
Determines the profitability of each fabrication run before processing can begin. Contacts past MOSIS customers, if run is not profitable, to determine if any customers can use excess space on run.				
Integrates software provided by MOSIS programmers into the current systems. 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 fabrication instructions to vendors.				
Manages customer service function for MOSIS users. Researches and analyzes customer problems and develops solutions to satisfy user needs. Provides expert-level support to MOSIS customers requesting assistance through the MOSIS Attention Program.				
Liaises between MOSIS engineers and MOSIS customers. Responds to questions of a highly technical nature regarding MOSIS design rules, fabrication processes, advanced packaging, and other issues. Writes programs to automate some procedures, as needed.				
Directly supervises all subordinate staff. Recruits, screens, hires, orients, trains and cross-trains staff. Evaluates employee performance, provides guidance and feedback. Counsels, disciplines and/or 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.				
Represents MOSIS at trade shows and other meetings, as required. Makes presentations, as needed.				
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.				

## 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.