



USC University of
Southern California

Research Programmer I Job Description

JOB INFORMATION

<i>Job Code:</i>	165343
<i>Job Title:</i>	Research Programmer I
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student and/or temporary workers.
<i>Job Family:</i>	Research - Programming
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides programming support to a research project. Develops and/or adapts computer systems which are complex and very large in scope. Interfaces with researchers to determine system requirements to support research. Designs systems to satisfy their needs. Writes computer programs to meet system design specifications. May work as a team member on very large projects or work independently on projects of lesser scope but which require competency in all phases of programming and analysis. Utilizes creativity and innovation to solve conceptual programming problems raised by cutting edge research.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	
	X	3 years	

Additional Work Experience

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

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated creativity and innovation in solving conceptual programming problems.
X		Competent to work independently on complex programming.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and/or adapts computer systems which are complex and very large in scope. Interfaces with researchers to identify and determine requirements. Conducts detailed systems analysis to define system scope and objectives and implementation approach. 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.				
Designs, codes, tests, debugs, installs, documents and maintains complex programs.				
Assists with developing system definition and architecture. Proposes and evaluates alternative approaches. Prepares general and/or detailed specifications for complex programming systems.				
Develops test data, revisions and routines required for program check-out and revision. Ensures procedures are thoroughly tested before release. Writes reports of test results. Detects, defines and debugs programs whenever problems arise.				
Prepares system and programming documentation for users and other programmers in accordance with internal and external standards. Trains users and programmers as required.				
Reviews the work of other programmers as requested. Gives guidance and assistance as needed.				
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

<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.