



USC University of
Southern California

Supervising Computer Scientist Job Description

JOB INFORMATION

Job Code:	199411
Job Title:	Supervising Computer Scientist
FLSA Status:	Exempt
Supervisory:	
Job Family:	Computer Science
Job Family Group:	Information Technology
Management Level:	6 Supervisor

JOB SUMMARY

Directs research project(s) and supervises other computer scientists on a project basis. Provides research support on problems of a diverse scope and executes research projects in collaboration with others. Generates research ideas and solutions to complex computer science problems. Develops research funding and manages project budgets.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Doctorate	
	X	Doctorate	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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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.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Advanced degree in computer science or related field such as solid state physics or microelectronics engineering. Supervisory skills. Demonstrated record of outstanding research contributions and experience in an area of computer science, technical

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
		proficiency, exceptional creativity, successful collaboration with others, and independent thought. Demonstrated reputation as an emerging leader in field with sustained performance and accomplishment. Demonstrated ability to conceptualize research directions, exert technical leadership, communicate technical ideas, coordinate individual contributions to a research program, and present research plans and results in a manner that will elicit favorable funding actions.
	X	Nationally recognized reputation for excellence in area of expertise.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises research efforts. Supervises the activities of one or more research projects' technical and support staff. Determines methods and procedures on new assignments and provides guidance to research staff members.				
Provides technical leadership and development of a research group. Applies computer science principles and concepts in setting research directions, planning, coordinating, and executing research objectives. Contributes state-of-the-art technology and theories. Solves a wide-range of research problems in creative and effective ways. Selects methods and techniques for obtaining solutions.				
Directly or indirectly supervises all staff assigned to research group, sometimes through subordinate managers and supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit.				
Develops budget for a research project(s). Monitors expenditures to ensure the project remains within the established budget.				
Provides budget forecasts, and adjusts project expenditures to stay within budgeted limits. Updates project plans with budget forecasts and timing of expected new funding. Communicates with management on financial status of project(s) as requested and needed for planning purposes.				
Acts as a spokesperson in representing a project(s) to funding agencies and in matters of technological achievement in a given area.				
Acts as a technical advisor to top management.				
Develops funding sources and originates research proposals for the purpose of obtaining funding to support leading-edge research.				
Prepares research reports. Reviews and prepares management reports for clients.				
Recruits and develops research staff to meet work requirements.				
Makes significant contributions to literature.				
Makes presentations at conferences, participates in workshops and meetings, and collaborates in specific areas of research. Represents university and/or unit, as assigned or appropriate.				
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.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

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.