UNIVERSITY OF SOUTHERN CALIFORNIA
MIS Specialist
Job Code: 165701

Grade: TI
OT Eligible: Yes
Comp Approval: 9/10/2008

JOB SUMMARY:
Supervises unit employees. Assists in developing goals and objectives. Plans and administers budgets. Participates in developing policies and procedures. Oversees provision of specialized services such as computer user accounts or software licensing.

JOB ACCOUNTABILITIES:

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Supervises unit employees and/or student workers, as assigned. Assists in recruitment, screening, hiring, orientation and training of unit staff. Evaluates employee performance and provides guidance and feedback. Counsels or disciplines supervised employees, as required. Recommends stronger disciplinary action or terminates employees, if so assigned.

Participates in strategic planning for unit, as assigned. Provides input, as requested. Assists in developing goals and objectives.

Plans and administers income and expense budgets. Develops projections. Tracks actual income and expenses and adjusts operating plans to address variances.

Participates in development and documentation of internal operating policies and procedures. Assists in development and dissemination of policies and procedures for users. Provides interpretation as required.

Surveys users, analyzes requirements and provides solutions in the form of software applications, reports, etc. Interfaces with data processing analysts, programmers or vendors to meet user needs. Researches and resolves user problems.

Researches, assesses and recommends additions to the university's software and documentation libraries. Develops software catalog.

Establishes user accounts. Designs and recommends systems for recovering costs from users. Invoices users, collects funds, credits to accounts, maintains audit records. Ensures timely renewal of contracts, accounts and/or software licenses.

Maintains records in databases or spreadsheets and generates reports. Performs analyses. Presents recommendations.

Networks with professional counterparts inside and outside the university. Participates in professional associations to stay informed of new developments in field and technology changes. 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 University Public Safety Department. 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.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
☐ No  
☐ Yes  

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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 3 years

**Minimum Field of Expertise:**

- Working knowledge of various applications software programs and operating systems including recordkeeping and auditing.

**Preferred Education:**

- Bachelor's degree

**Skills: Administrative:**

- Communicate with others to gather information
- Coordinate work of others
- Gather data
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software
- Use desktop publishing software

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
Coaching
Conceptualization and design
Conflict resolution
Counseling
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Scheduling
Staff development
Statistical analysis
Supervisory Skills
Teaching/training

Skilled in:

Business requirements tools and techniques
Technical documentation

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Personal mobile communication devices
Photocopier

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Clerical/Secretarial

SIGNATURES:

Employee: ________________________________  Date: ________________________________
Supervisor: ______________________________  Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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