



JOB INFORMATION

Job Code:	157033
Job Title:	Contractor Management Analyst
FLSA Status:	Exempt
Supervisory:	May lead one or more employees and/or students performing similar work.
Job Family:	Purchasing/Procurement
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

JOB SUMMARY

Implements and executes strategies and procedures to monitor specified data for independent contractors (IC), and supports the compliance framework for the IC management program. Analyzes and evaluates independent contractor applications for classification approval, renewal, and/or extension, ensuring legal compliance as well as the alignment of the independent contractor with business needs. Audits university independent contractor records, data, and engagement to ensure compliance with all applicable employment and labor laws. Implements strategies and procedures to identify, document, and monitor the status, contract terms, activities, and other specified data for independent contractors. Maintains currency with state and federal employment and labor laws.

JOB QUALIFICATIONS:

Education

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

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
--------------------------	---

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.

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

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to resolve vendor/client issues with strong negotiation and leadership skills.
X		Analytical and reporting experience, interpreting and writing contracts.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Proven knowledge and understanding of state and federal labor laws and regulations.
X		Thorough knowledge of employment laws and regulations for the state of California as well as a thorough understanding of wage and hour policies. Demonstrated consulting, advising, project and vendor management experience.
X		Extraordinary attention to detail as well as exceptional oral and written communication skills.
	X	Five years of experience with contracts and legal analysis.
	X	Demonstrated talent acquisition experience.
	X	Ability to provide best-in-class customer service for a large, diverse, and complex client base.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Serves as subject matter expert (SME) for the California statute pertaining to independent contractor (IC) classification. Supports the development, implementation, and execution of a compliance framework for the university’s independent contractor management program. Provides advises to business owners/managers on challenges at the unit level.				
Reviews, processes, and evaluates IC applications for classification approval, renewal, and/or extension, ensuring legal compliance as well as the alignment of the IC with business needs. Works with human resource business partners (HRBP) and business owners/managers to coordinate other employment alternatives in the event the IC classification requirements are not met.				
Implements strategies and procedures to identify, document, and monitor the status, contract terms, activities, and other specified data for IC. Prepares status reports as required. Designs due diligence assessments and documentation, and ensures due diligence and ongoing monitoring controls are met.				
Audits university IC records, data, and engagement to ensure compliance with all applicable employment and labor laws. Reviews and evaluates changes in service, work scope, and contract extensions for compliance. Identifies and escalates and/or responds to active or potential compliance issues, and makes recommendations for solving problems. Identifies, analyzes, mitigates, and reports on risks presented by contractor relationships.				
Responds to inquiries and requests regarding the IC management program as well as the interpretation of labor laws and regulations. Prepares, publishes and/or distributes communications, promotional and informal material, and/or web content regarding IC policies, procedures, and guidelines, for the university community.				
Analyzes, assesses, and improves delivery of services and systems to meet needs of diverse clients/customers. Develops necessary collateral and program materials to educate clientele on regulatory updates.				
Maintains currency with state and federal employment and labor laws. Builds and maintains relationships with IC and other key stakeholders. Liaises with leaders of labor and employment law communities.				

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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		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.