



Coordinator, Employment Screens and Compliance Job Description

JOB INFORMATION

<i>Job Code:</i>	117191
<i>Job Title:</i>	Coordinator, Employment Screens and Compliance
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Recruiting/Talent Acquisition
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides full-cycle employment screening support for recruiters and hiring managers. Evaluates criminal records, drug tests and other relevant information required for given positions for reportability and presents findings to leadership and relevant stakeholders. Ensures all data is verified and accurate.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Business Administration	Or
	X	Bachelor's degree	Psychology	Or
	X	Bachelor's degree	Communication	

Additional Education

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

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	3 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in talent acquisition, sourcing and recruiting.
X		Demonstrated ability to work independently and make decisions with minimal supervision, deftly handle time-sensitive matters and meet strict deadlines.
X		Strong written and oral communication skills, and an exemplary attention to detail. Exceptional collaboration skills.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Strong analytical skills and ability to think strategically and creatively.
X		Demonstrated ability to exercise discretion with confidential information and sensitive data.
X		Proficiency with Microsoft Office.
X		Experience working with HR applications (e.g., Applicant Tracking Systems, Workday HCM).
	X	Bachelor’s degree in business, psychology, communications or related fields.
	X	Three or more years’ experience in talent acquisition, sourcing and recruiting, higher education and/or human resources.
	X	Experience conducting background and reference checks.
	X	Knowledge of federal, state and local regulations regarding employment screenings.
	X	Excellent interpersonal skills, emotional intelligence, and relationship-building abilities.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides full-cycle employment screening support (e.g., reference and criminal record checks) for a wide range of functions and positions across the university in accordance with university, federal, state and local law and policies. Manages inbound/outbound calls and emails for employment, education, reference and licensing verifications. Accurately, fairly and respectfully screens all candidates to ensure a fair and equitable process free from bias. Coordinates with vendors to complete all background checks in a timely manner.				
Ensures screening team relies on verified information and that all data entry performed is accurate. Participates in reviews and evaluations of sources used to maintain accuracy and quality of data. Identifies and communicates any quality concerns in screening data. Supports university quality assurance and reporting.				
Evaluates background checks, criminal records and other relevant data to determine reportability based on state/federal regulations. Enters data into order management system, and ensures reports are accurate. Presents all evaluation findings, with required documentation, to leadership and recruiting teams. Comprehensively explains criminal charges, legal court dockets and probation history, as necessary. Conducts intake and tracking of criminal/civil research.				
Develops relationships with leadership and hiring/recruiting teams to better understand candidate requirements. Partners with recruiters to understand current and future hiring needs; prepares screening knowledge and strategies accordingly. Demonstrates politeness and professionalism in communications to potential applicants and candidates.				
Maintains attentive and responsive lines of communication with management, vendors and relevant stakeholders. Collects feedback from hiring managers and candidates to continuously improve screening experience. Recommends long-term strategies to improve and diversify the overall talent pool. Participates in special projects to continuously improve performance of talent acquisition and talent management.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

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		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.

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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/			Yes

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.