



USC University of
Southern California

Deputy Chief Job Description

JOB INFORMATION

<i>Job Code:</i>	147039
<i>Job Title:</i>	Deputy Chief
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Public Safety (Non-Step)
<i>Job Family Group:</i>	Public Safety
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Manages one of the divisions of the Department of Public Safety. Provides administrative direction in the development, implementation and evaluation of law enforcement and public safety programs. Reports directly to the Chief, Department of Public Safety.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Bachelor's degree	

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		10 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 both administrative & technical fields as they relate to law enforcement & security operations.
X		Knowledge of the principles & practices of community and/or problem-oriented policing.

Licenses

Req	Pref	License(s)
X		BSIS Firearms Permit and Security Guard License
X		Valid Driver's License

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages and administers the functions of a division of the Department of Public Safety. Participates in short and long-term strategic planning. Formulates and coordinates the implementation of divisional goals and objectives. Evaluates the performance of subordinate units.				
Manages staff directly or indirectly. Determines staffing levels based on operation plans, objectives and schedules. Oversees hiring, ongoing training, performance management, counseling and disciplining for personnel.				
Plans, administers and coordinates the activities of the department work units.				
Provides technical advice and administrative direction in the development, implementation and evaluation of law enforcement and public safety programs and services.				
Analyzes external and internal developments affecting department operations. Recommends action to maintain currency with community needs. Acts as liaison with city, county, state and federal agencies. May represent the department to the news media as required.				
Participates in developing operational policies for the department. Interprets departmental policies and procedures for assigned division. Develops procedures necessary to implement relevant policies.				
Develops and administers the divisional budget. Authorizes expenditures. Identifies trends and patterns. Develops and prepares status reports on divisional activities.				
Develops and administers research projects. Performs analysis and makes recommendations accordingly. Conducts special studies as assigned by the Chief.				
Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.				

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/			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.