



JOB INFORMATION

<i>Job Code:</i>	113116
<i>Job Title:</i>	Research Integrity Officer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students and/or resource employees
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

The Research Integrity Officer (RIO) for the USC Office of Research (OOR) has responsibility for promoting and assuring ethical conduct of research across the university. The RIO will lead initiatives to foster responsible conduct of research, research training, and activities related to said research and/or research training. The RIO will also receive and handle allegations of scientific, research, and/or other scholarly research misconduct that includes fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. The RIO implements federal regulations, sponsor policies and USC policies; manages inquiry and investigative process, and responds to allegations of research misconduct; and develops written policies and procedures for responding to allegations of research misconduct.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree	Engineering	Or
	X	Master's degree	Biomedical Sciences	Or
	X	Master's degree	Medicine	Or
	X	Doctorate	Engineering	Or
	X	Doctorate	Biomedical Sciences	Or
	X	Doctorate	Medicine	Or
	X	Juris Doctor (JD)		

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		7 years		
	X	7 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

Req	Pref	Functional Skills
X		Demonstrated experience in research compliance and administration.
X		Familiarity with applicable federal regulations such as research integrity and research misconduct.
X		Experience in academic research setting and research policies.
X		Extensive experience handling highly confidential and sensitive information.
	X	Proven experience in university regulations and research policies, as well as handling highly confidential and sensitive information.
	X	Experience in conducting complex investigations under time constraints.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Promotes responsible conduct of research, research training, and activities related to said research and/or research training. Fosters a culture of compliance and integrity for scientific, research, and/or other scholarly research conduct.				
Has responsibility for receiving, handling, and providing responses to allegations of scientific and/or research misconduct involving faculty, staff, post-doctoral associates or students at the university. Establishes preliminary evaluations of the allegations and provides recommendations to appropriate parties for further actions.				
Identifies needs and creates guidelines/policies pertaining to research integrity and/or compliance for the USC OOR. Develops written policies and procedures for responding to allegations of research misconduct. Implements federal regulations, sponsor policies and USC policies.				
Serves as subject matter expert and provides advice to administrators, faculty and students reporting research integrity/compliance concerns.				
Provides information to appropriate government agencies, the university's Faculty Standing Committee on Professional Conduct (CPC), and/or other committee as required by law or university policy. Serves as liaison to communicate with the Office of Research Integrity (ORI) and other federal agencies.				
Establishes and maintains the design and delivery of the university's OOR training related to research integrity and responsible conduct of research. Advises schools in the development of Responsible Conduct of Research courses.				
Collaborates with appointed school/department Research Integrity Officers or scientific misconduct committees, and other university's offices for Committee on Professional Conduct (CPC) review process.				
Maintains currency on policies, procedures and regulations pertaining to state laws, federal regulations, and national trends influencing issues of research integrity/compliance.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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

Other Requirements			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		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.