



Deputy Equity, Equal Opportunity, and Title IX Coordinator - Healthcare Job Description

JOB INFORMATION

Job Code:	117124
Job Title:	Deputy Equity, Equal Opportunity, and Title IX Coordinator - Healthcare
FLSA Status:	Exempt
Supervisory:	
Job Family:	HR Administration
Job Family Group:	Human Resources
Management Level:	4 Administrator

JOB SUMMARY

Supports the university's EEO-Title IX education, response, and compliance efforts to ensure that responses and services provided in the University healthcare system, including Keck medical enterprises, complies with federal, state, and local anti-discrimination laws. Collaborates with internal stakeholders to implement Title IX and other civil rights laws that apply to medical residents who are Keck School of Medicine students and medical professionals who are USC faculty.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	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

Req	Pref	Work Experience	Experience Level
X		7 years	of experience in a large healthcare and/or academic healthcare setting.
	X	10 years	

Additional Work Experience

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

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Familiarity with Health Care Professional and Keck Medical Enterprise considerations, including state law oversight and licensing statutes, credentialing processes, medical board reporting, medical bylaws, state peer review committees and unique evidentiary privilege, peer review hearing and appellate procedures for disciplinary action.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Understanding of the Health Care Quality Improvement Act (HCQIA) related to physician competence and conduct (i.e., unprofessional behavior), HIPAA, knowledge of Section 1557 and the Affordable Care Act requirements and responsibilities, National Practitioner Data Bank reporting requirement, confidentiality and privacy laws, patient care considerations, and medical professional reporting requirements.
X		Comprehensive knowledge of and ability to interpret federal and state nondiscrimination laws, including Title IX, VAWA, Clery, Title VI, Section 504, the ADA, and other applicable laws.
X		Demonstrated understanding of the elements of equitable processes, notice and opportunities to be heard, and medical context and education considerations related to reporting.
	X	Strong analytical, writing, and critical thinking skills, and the ability to problem solve, analyze, summarize, and effectively present data in a sound and supportable manner.
	X	Strong presentation and facilitation skills with emphasis on education and training for a diverse audience.
	X	Demonstrable organizational, planning, and management skills and the ability to prioritize multiple projects and priorities.
	X	Demonstrated experience with and commitment to working effectively with individuals with diverse backgrounds in support of an inclusive and welcoming environment.
	X	Strong interpersonal skills and the ability to manage change and build consensus while maintaining a high level of confidentiality.
	X	Demonstrated commitment to diversity, equity, and inclusion.

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>
Assists the Vice President EEO-TIX/Title IX Coordinator with ensuring provision and documentation of annual and in-person trainings; supporting the University's commitment to an open, diverse, and inclusive learning, living, and working environment; conducting the annual review of university policy and procedures related to federal, state, and local civil rights laws; managing cases of all reports of prohibited conduct; conducting climate assessments; conducting research, analyzing and interpreting internal and external data, preparing reports, completing assessments of campus programs and services and making recommendations and findings as appropriate; coordinating the university's response to all reports of prohibited conduct; implementing and monitoring interim measures; and reviewing recommendations for sanctions or discipline to remedy the effects of prohibited conduct, individually and community-wide.				
Oversees Health Care Title IX Investigator(s) as well as the investigations of complaints or reports of discrimination, harassment, and retaliation regarding alleged incidents. Supervises and/or assists in conducting prompt, thorough, impartial and equitable investigations of all reports of prohibited conduct, consistent with applicable laws and University policy and procedures.				
Ensures accurate and timely completion of all regulatory and statutory compliance obligations. Represents the University and the EEO-Title IX Office at campus and community meetings, workshops, or similar events as necessary and appropriate. Responsible for providing support, guidance, coordination, and assistance in accordance with the Affordable Care Act. 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.				
Partners and coordinates with critical stakeholders to implement policies and to provide oversight to ensure overall compliance. Coordinates with internal stakeholders to ensure a prompt and effective response where reports or complaints potentially involve both medical standard of care and Title IX and other protected class issues.				
Coordinates and conducts comprehensive training, education, and events to raise awareness of the university's policy on prohibited discrimination, harassment, and retaliation for faculty, staff, and students. Provides information and assistance to students, faculty, staff, and visitors regarding the university's policies on				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
prohibited discrimination, harassment, and retaliation. Works with university, community, and law enforcement partners to promote on-going educational programming that reflects data driven solutions and evidence-based practices.				

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.