



## Director, Research Administration Compliance Job Description

### JOB INFORMATION

<i>Job Code:</i>	133511
<i>Job Title:</i>	Director, Research Administration Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Has responsibility for overseeing and directing an effective research administration compliance program, which includes, but is not limited to, research administration, export controls, scientific misconduct and integrity issues, and conflict of interest. Develops short and long-term strategies for research compliance initiatives. Conducts regular risk assessments, investigations and audits related to research compliance issues and implements corrective action. Provides technical expertise to university senior management, faculty and staff. Fosters within the university a culture that promotes integrity and ethical behavior in all research compliance matters. Ensures program fully addresses all elements of an effective compliance program and serves to promote compliance by employees with state, federal and administrative laws and regulations. Oversees research compliance committee. Reports to the Associate Senior Vice President, Compliance.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor'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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related professional experience dealing with research compliance and/or regulatory policies.
X		Knowledge of applicable federal, state and local laws, regulations and policies related to research compliance.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated strong interpersonal skills to deal effectively and tactfully with people at all levels of management.
X		Demonstrated ability to communicate effectively, both verbally and in writing.
X		Demonstrated strong planning and problem-solving skills.
	X	Experience working in a university environment and/or knowledge of university research administration.

## 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

	% Time	Essential	Marginal	N/A
Designs, implements and maintains an effective research administration compliance program, including training/education, monitoring, auditing, investigations and corrective action, as appropriate. Develops short and long-term strategies for research compliance initiatives. Plans and develops program objectives. Coordinates closely with applicable senior management and administrators regarding research compliance efforts.				
Develops, reviews, revises, communicates and implements appropriate university policies regarding research compliance. Interprets applicable laws, regulations, rules, policies and procedures.				
Establishes, implements, modifies and revises research compliance standards, procedures and systems to improve workforce compliance.				
Conducts regular risk assessments to identify potential areas of risk and to determine activities at greatest risk to ensure proper compliance. Conducts research through analytics of available data to identify risks. Conducts focused monitoring and quality assurance reviews to determine level of compliance. Makes recommendations to management, as appropriate or requested.				
Conducts investigations and audits of potential research compliance violations and implements corrective action, as appropriate. Coordinates research compliance audit plan design and performance with Audit Services. Staffs and provides direction regarding scientific misconduct proceedings.				
Collaborates in a proactive manner with other units in the university Office of Compliance, Office of General Counsel, Audit Services, Contracts and Grants, Risk Management and others regarding compliance risks, controls, and new developments in research related to compliance laws and regulations. Provides subject matter expertise and recommends appropriate responses/procedures related to the laws, regulations and issues.				
Establishes education and communication research compliance programs. Makes presentations educating workforce and others on applicable laws and regulations related to the program and compliance risk areas. Updates grants management compliance education, as appropriate. Serves as a consultant to managers and supervisors regarding research compliance issues and as a resource for compliance training materials.				
Creates periodic comprehensive compliance reports for management and appropriate individuals and departments as needed.				
Participates and provides leadership in associations and committees both internal and external to the university. Oversees research compliance liaison committee. Provides guidance to IACUC, IRB, and IBC committees. Makes presentations, as needed. Represents university and/or office as assigned or appropriate.				
Maintains currency with university policies, applicable state, federal and administrative laws, regulations and trends impacting research 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		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,

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.