



## JOB INFORMATION

Job Code:	133514
Job Title:	Director, Privacy
FLSA Status:	Exempt
Supervisory:	
Job Family:	Compliance Office
Job Family Group:	Compliance
Management Level:	7 Individual Contributor

## JOB SUMMARY

Develops, coordinates, and maintains strategic and university-wide programs, frameworks, and governance structures for data privacy and compliance. Conducts privacy risk assessments, optimizing the security posture of the university. Leads or participates on privacy related university committees. Partners with legal, audit, information technology services and business partners to implement enterprise-wide privacy compliance programs. Creates and conducts ongoing compliance-monitoring activities, in coordination with the university's other compliance and operational assessment functions. Manages breach notifications required by federal and state law, serving as liaison with federal and state oversight agencies.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	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

Req	Pref	Work Experience	Experience Level
X		7 years	
	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

Req	Pref	Functional Skills
X		Knowledge and operational experience with global privacy and data-protection compliance programs.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Extensive experience and skill conducting investigations, writing policies and guidance documents supporting various business activities, and interacting with internal and external auditors.
X		Knowledge of relevant federal, state and local regulations and laws, as well as ethical practices and policies (HIPAA, FERPA, PCI, etc.).
X		Demonstrated communication skills and cultural awareness, and a record of leadership and collaborative efforts with diverse groups and stakeholders.
	X	Experience in higher education and/or healthcare industries.
	X	Professional privacy specialist certifications such as CIPP, CIPM, CIPT, and/or FIP.

## 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
Develops, coordinates, and maintains strategic and university-wide programs, frameworks, and governance structures for data privacy and compliance. Enables consistent, effective practices to minimize risk and ensure confidentiality and legal standards for privacy and data protection. Undertakes a comprehensive review of the university's data and privacy processes and procedures for each applicable business function to ensure consistency with relevant laws and regulations, including HIPAA, FERPA, PCI compliance, and GDPR.				
Conducts privacy risk assessments. In coordination with the general counsel's office, reviews and advises on contracts involving the collection, protection, transfer and use of regulated data, offering guidance on methods to minimize privacy compliance risk.				
Leads or participates on privacy related university committees. Develops privacy training materials and other communications for employees and third parties, as appropriate, regarding university privacy policies, data-handling policies and procedures, and legal obligations.				
Partners with legal, audit, information technology services and business partners to implement enterprise-wide privacy compliance programs. Collaborates with information security to ensure alignment between security and privacy compliance programs, including policies, practices and investigations.				
Creates and conducts ongoing compliance-monitoring activities, in coordination with the university's other compliance and operational assessment functions. Maintains current knowledge of applicable international, federal and state privacy laws and regulations.				
Manages breach notifications required by federal and state law, serving as liaison with federal and state oversight agencies.				

## 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 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: <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.