



Public Safety Strategic Initiatives Administrator Job Description

JOB INFORMATION

<i>Job Code:</i>	147026
<i>Job Title:</i>	Public Safety Strategic Initiatives Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Public Safety (Non-Step)
<i>Job Family Group:</i>	Public Safety
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Leads research, analysis, and policy development for the Department of Public Safety, evaluating policies, programs, and resources, while striving toward maximum organizational efficiency and effectiveness. Conducts in-depth analyses of crime data/reports to identify patterns and trends, and makes recommendations for early crime detection, intervention, and crime prevention. Manages the Community Relations Office (CRO), enforcing and providing training for community standards; and supporting the prevention, response, and mitigation of quality of life issues (e.g., noise complaints, alcohol distribution, and sexual assault). Examines new technologies and explores innovative solutions to help the department fulfill its primary mission of keeping USC safe.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
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		5 years	with business, strategic planning, project management, program development and implementation

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		Demonstrable success directing complex strategic projects and initiatives to completion.
X		Strong track record of building positive working relationships at all organizational levels with both internal and external constituents.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to facilitate/direct cross-functional workgroups with diverse stakeholders.
X		Strong problem solving and project management skills.
	X	Demonstrated experience leveraging data to support business needs, partnership optimization, and/or distribution strategies.
	X	Excellent presentation and communication skills.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certification(s) in Crime Analysis and Statistics

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
Conducts in-depth analyses of crime data/reports to identify patterns and trends, and makes recommendations for early crime detection, intervention, and crime prevention. Analyzes departments use of resources and makes operational recommendations for improved efficiency. Establishes record retention and destruction policies. Prepares case briefings and CompStat reports. Identifies and develops potential innovations and efficiencies for DPS, and proposes, develops, and implements policies, programs, and organizational structures to help DPS reach its goals. Monitors and maintains DPS' crime reporting system, supporting incident response and liaising with external agencies as required.				
Supports the prevention, response, and mitigation of quality of life issues (e.g., noise complaints, alcohol distribution, sexual assault), coordinating with local agencies/stakeholders as required. Enforces USC's community standards and reviews/analyzes calls for service. Supports the event review process and provides community standards training as required. Engages and fosters relationships with campus stakeholders.				
Develops, implements, and manages community engagement strategies to establish and maintain positive relationships between DPS and its campus and local communities. Coordinates/facilitates neighborhood, community, and business watch meetings. Reviews Crime Prevention Through Environmental Design (CPTED) reports for approval, and performs Public Information Officer responsibilities as assigned (e.g., managing social media, multilingual media translation). Develops crime prevention programs for schools, property owners, and community groups, and oversees the department's internship program.				
Develops and implements long-term priority initiatives for DPS, spanning a variety of subject matter areas (e.g., assessing current agency policies and operations, researching best practices, and developing long-term strategies) to accomplish key department goals. Helps manage large-scale projects and supports departmental leaders with major decisions on complex and transformative initiatives. Provides structured guidance and formats for project planning, communications, tracking, and reporting. Collaborates with relevant stakeholders to closely monitor progress to ensure that mutual goals are accomplished and projects are completed and successful.				
Supports the design, adaptation and implementation of a digital intelligence platform to analyze and conduct link analyses for quality of life, environmental issues, crime patterns, and officer safety concerns. Works with crime analysis, information technology, and operations personnel to implement and maintain the platform. Assists with the design of mobile and desktop versions of the platform.				

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.