



USC University of
Southern California

Data Protection Manager

Job Description

JOB INFORMATION

<i>Job Code:</i>	166040
<i>Job Title:</i>	Data Protection Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	IT Security
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Responsible for managing the data protection program at USC. This role will oversee the implementation of safeguards to secure high value assets at USC (e.g. confidential student data, protected health information, internal investigation, financials, critical research data, etc.). This role focuses on protecting what matters most at USC, the Trojan Community, by managing the program to safeguard high value information. This role manages and oversees the discovery, analysis and mapping of the high value information across USC along with the onboarding of high value assets into the high value asset program under the OCISO. The Data Protection Manager maintains a strong partnership with Internal Audit and the Office of Ethics & Compliance data privacy program. This role provides leadership and oversight of the data protection requirements to the local schools and units.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	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	experience in a data protection environment, performing information security controls evaluation.
	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		Extensive analysis and assessment experience.
X		Experience with problem identification and resolution.
X		Leadership and project management experience.
X		Excellent written and oral communication skills.
	X	Advanced knowledge of information security, data protection, data privacy, risk management.
	X	Large enterprise or complex entity related experience.
	X	Experience in higher education.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Defines, operates and implements comprehensive data protection strategies and programs to prioritize and mitigate cyber risk relevant to high-value and confidential information (e.g., student data, protected health information, critical research data). Creates and maintains high-value asset program, controlling assessment in line with the university's risk framework. Serves as a subject matter expert (SME) on data protection strategies to ensure process alignment with regulatory, statutory, and industry requirements and university policy and data classification.				
Partners with other departments for risk assessment and remediation plans to reduce risk related to high-value data/assets. Tracks and maintains milestones, metrics, key performance indicators (KPIs), and associated budget and resource impacts to maintain effective data protection program. Partners with risk management and compliance advisory, key stakeholders and partner function teams to manage relationships and share information. Oversees third-party resources assisting the implementation of data protection program initiatives.				
Advises on matters relating to the investigation, impact, and analysis of decisions regarding high-value data protection. Manages the asset scorecard reporting program to ensure the implications of safeguards implementation are understood, risks are reported to and managed at the correct level within the organization, and risk acceptances for high-value assets are tracked and reported on throughout their lifecycle.				
Defines and manages application security standards and requirements and data-loss prevention enterprise program requirements. Oversees enterprise-level components to integrate operational components of application security and data loss prevention testing, tuning, and monitoring, in collaboration with security operations team.				
Maintains currency with changes in legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.				
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.				

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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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/			

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.