



JOB INFORMATION

<i>Job Code:</i>	117251
<i>Job Title:</i>	Data Analyst (OPE)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May supervise staff, student, temporary or resource workers.
<i>Job Family:</i>	Conduct and Ethics
<i>Job Family Group:</i>	USC Job Families
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Performs input and data analysis of complaints and investigation cases reported to the Office of Professionalism and Ethics (OPE). Reviews data regarding misconduct allegations and determines preliminary assessments. Interprets results using investigation tracking software and other programs, as necessary, and ensures accuracy of data. Assists senior data analysts in tracking completion of complaints and investigations cases managed and monitored by OPE, and preparing and maintaining regular reports and as requested by the OPE's vice president or assistant director. May lead staff or student workers, as assigned.

JOB QUALIFICATIONS:

Education

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

Additional Education

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

<input type="checkbox"/>	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		3 years	

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
--------------------------	---

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Bachelor's degree in business administration, legal studies, finance, statistics, economics, analytics, auditing or similar ethics and compliance education.
X		Three years' experience with data input and analysis, preferable related to investigations/compliance.
X		Demonstrated attention to detail, and skills in collaboration, critical analysis, problem solving, discretion.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated administrative and project management skills.
X		Proficient with Microsoft Office and investigation software.

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
Performs data input and analysis of complaints reported to the Office of Professionalism and Ethics (OPE) and subsequent investigations. Interprets data using tracking software and other programs, as necessary, ensuring its accuracy. Follows up on incomplete components of data/complaints with relevant complainants, senior data analyst and/or available subject matter experts.				
Assesses and evaluates complaints and data provided, conducting additional investigations as needed before escalating the issue. Makes note of, analyzes and reviews any problems in the investigation process, and includes recommended solutions and/or best practices with summarized, preliminary assessments.				
Assists senior data analysts in tracking complaints and the completion of investigations managed and monitored by OPE, utilizing knowledge and understanding of the university's various workplace environments and structures. Prepares and maintains comprehensive reports regularly and as requested by relevant stakeholders and OPE's vice president or director.				
Responsible for database management and development of reports. Reviews data, identifies inconsistencies and makes recommendations for clarity to senior data analysts. Assists in developing processes and tools to confidentially collect, organize and disseminate information and statistics.				
Maintains procedures and controls necessary to monitor the data input and analysis. Works closely with various university staff and student workers, as assigned, providing assistance with reporting systems and tracking software. Responds to inquiries, referring/escalating them to senior data analysts and/or appropriate parties.				

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: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)

Essential:

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.