



USC University of
Southern California

Data Analyst, Senior (OPE) Job Description

JOB INFORMATION

<i>Job Code:</i>	117254
<i>Job Title:</i>	Data Analyst, Senior (OPE)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees who do not supervise.
<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 high-level data analysis of complaints and investigation cases reported to the Office of Professionalism and Ethics (OPE), including interpretation of results and identification of trends using investigation tracking software and other programs, as necessary. Provides recommendations and conclusions gained from analyzing data to OPE's vice president or assistant director. Supervises junior data analysts performing data input of complaint and investigation cases. Tracks completion and necessary follow-up of complaints and investigation cases managed and monitored by OPE, and assists with maintaining OPE's anonymous and confidential hotline for additional complaint reporting. Prepares and maintains comprehensive reports as requested by OPE's vice president or assistant director. Assists in the development of policies, procedures and guidelines/best practices for conducting investigations at the university, and ensures that the foregoing duties are carried out in compliance with state and federal laws on workplace privacy.

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		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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years	experience in managing and analyzing complex data related to investigations, including the ability to identify trends.	
	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		Bachelor's degree in business administration, legal studies, finance, auditing or similar ethics and compliance education.
X		Demonstrated skills in collaboration, critical analysis, problem solving and discretion.
X		Demonstrated attention to detail, and administrative and project management skills.
X		Excellent oral and written communication 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 high-level data analysis of complaints reported to the Office of Professionalism and Ethics (OPE) and subsequent investigations. Oversees data gathering of junior analysts, interprets results and uses tracking software and other programs. Provides recommendations and conclusions to the vice president or director of OPE.				
Supervises junior data analysts performing data input of complaint and investigation cases. Tracks completion and necessary follow-ups of complaints and investigation cases managed and monitored by OPE. Organizes, defines guidelines and assembles relevant data for assigned projects. Participates in the planning, analysis, development and implementation of new and modified processes.				
Assists with maintaining OPE's anonymous and confidential hotline for additional complaint reporting. Prepares and maintains comprehensive reports as requested by OPE's vice president or director. Oversees data gathering, and identifies trends and root causes of problems. Generates, reviews, analyzes and verifies reports.				
Assists in the development of policies, procedures and guidelines/best practices for conducting university investigations. Ensures that the foregoing duties are carried out in compliance with state and federal laws on workplace privacy. Develops, maintains and provides expertise and in-depth knowledge of the university's goals and those of specific areas, departments and functions.				
Identifies notable patterns and concerns regarding numbers of complaints and investigations, types, common issues and potential risks. Maintains knowledge of university-wide systems and processes, recommending enhancements and training opportunities, as needed. Ensures accuracy and compliance of data reporting systems and the tracking software, both conforming to university and industry standards.				

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)

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

Essential:

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.