



USC University of
Southern California

Threat Assessment Officer Job Description

JOB INFORMATION

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| <i>Job Code:</i> | 119123 |
| <i>Job Title:</i> | Threat Assessment Officer |
| <i>FLSA Status:</i> | Exempt |
| <i>Supervisory:</i> | May oversee staff, students, volunteers, agencies and/or resource employees. |
| <i>Job Family:</i> | Safety/Risk Management |
| <i>Job Family Group:</i> | Environmental Health and Safety |
| <i>Management Level:</i> | 7 Individual Contributor |

JOB SUMMARY

Responsible for conducting thorough, timely and expedited violence risk assessments and providing opinions on violence risk to senior management. Assists in determining the existence of threats of violence towards members of the university community, whether on or off campus, and supports the coordination of university-wide threat management responses. Conducts periodic risk assessments of the university's facilities, provides relevant information to support documentation of any threats or vulnerabilities, and assists senior management in developing strategies to mitigate identified risks. As a Subject Matter Expert (SME), provides information and consultation in matters of threat assessment and response preparation, including analysis of collateral interviews, documents, and other relevant information. Assists in coordination of threat operations, maintains records of threat management processes, prepares training materials, conducts training sessions, and partners with campus departments and offices on threat response and education.

JOB QUALIFICATIONS:

Education

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

Additional Education

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

X 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 | working in threat assessment and management |
| | X | 5 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 | | Experience working with a diverse population. |
| X | | Excellent problem-solving skills, written and oral communication skills, and listening skills. |
| X | | Proven interpersonal skills, with the ability to develop good stakeholder relationships and work effectively with students, faculty, staff, administrators and law enforcement. |
| X | | Demonstrated organizational skills and the ability to undertake multiple tasks simultaneously. |
| X | | Must have high standards of professionalism and confidentiality. |
| | X | Professional experience in higher education or a university setting. |
| | X | Working experience with law enforcement. |

Other Job Factors

- Must be able to report for work in cases of emergencies at any time of day, on weekends and/or holidays.

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Assists in determining the existence of threats of violence toward members of the university community, whether on campus or off, by conducting appropriate risk assessment. Conducts interviews, investigates through social media, and partners with campus security and local law enforcement for additional data concerning threat assessment issues and/or behavior(s). Assists in development and implementation of procedures for response management and coordination. Works closely with senior management and law enforcement on criminal investigations and prosecutions. | | | | |
| Participates in conducting periodic risk assessments of the university's campuses, facilities and off-site event locations. Documents threats and vulnerabilities, specifies risks associated with them, evaluates the risk, and works with senior management to assist in developing plans to mitigate identified risks. Makes recommendations for corrective action, as necessary. | | | | |
| Serves as a Subject Matter Expert (SME). Provides information to university-wide stakeholders in matters of threat assessment and preparation. Serves on campus task forces, as necessary or advisable, to represent the university community's best interests. | | | | |
| Coordinates with Threat Team members' operations on regular evaluation meetings, ad-hoc assessments and team trainings, and management of cases involving violence risk. Guides case discussions and coordinates response, as necessary. | | | | |
| Creates and maintains records of threat management processes, meetings, discussions, deliberations and case outcomes. | | | | |
| Partners with campus departments and offices on threat response efforts and education. Conducts debriefing sessions with involved parties upon completion of threat events to gather accurate and relevant information. Solicits suggestions and input for improvements. Compiles information for analysis and incident reports while managing sensitive and/or confidential information. | | | | |
| Prepares updates to threat assessment information materials for the campus community. Assists with preparation and updates to campus threat protocols. | | | | |
| Maintains awareness and knowledge of current changes within legal, regulatory and technology environments. Keeps current on developments in the field of threat management, threat trends in higher education, and legal issues pertaining to higher education law, including FERPA and HIPAA restrictions. Keeps the Threat Team informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. | | | | |

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 | | 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, |

Other Requirements

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