



Contract And Compliance Administrator (Decentralized) Job Description

JOB INFORMATION

Job Code:	133131
Job Title:	Contract And Compliance Administrator (Decentralized)
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or casual workers.
Job Family:	Program Management
Job Family Group:	Administration
Management Level:	4 Administrator

JOB SUMMARY

Participates in the negotiation of contract terms with potential research sponsors, research partners, subcontractors, consultants, and vendors. Assists in developing and implementing a comprehensive compliance program for a large department or group of departments in areas as required by the university or outside entities. Conducts investigations of possible compliance violations in consultation with Office of Compliance and Office of Contracts and Grants. Develops and implements education and training programs and assists in conducting and monitoring quality assurance reviews to ensure compliance with federal, state, local and administrative requirements. Identifies and develops new and existing tools to ensure departmental compliance with university requirements.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	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

Req	Pref	Work Experience	Experience Level
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		Negotiations and drafting of contracts.
X		Knowledge of applicable federal, state and local laws, regulations and policies.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Strong interpersonal skills to deal effectively and tactfully with people at all levels of management.
X		Demonstrated ability to communicate effectively, both verbally and in writing.
	X	Litigation experience and/or knowledge of university research administration and/or experience with implementing/maintaining compliance programs.

Licenses

Req	Pref	License(s)
	X	Membership of California Bar.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Negotiates or participates in the negotiation of contract terms with potential research sponsors, research partners, subcontractors, consultants and vendors. Drafts any non-standard language required for review by the General Counsel's office (in coordination with Office of Contracts and Grants).				
Assists in developing, implementing, and maintaining comprehensive compliance program(s) for a department or group of departments in areas such as research administration, export controls, and other compliance areas as determined by the university.				
Conducts reviews and investigations of potential compliance violations in consultation and coordination with the Office of Compliance and the Office of Contracts and Grants. Creates comprehensive written reports and makes recommendations for corrective action, as appropriate.				
Provides advice and guidance for department activities to ensure operations are maintained within university policies and procedures and federal, state, and local regulatory and statutory standards.				
Reviews departmental proposals for propriety and compliance with proposal guidelines.				
Analyzes and makes recommendations pertaining to the adequacy and effectiveness of the departments' system of internal controls, compliance with laws and regulations, university policies and procedures, and/or the quality of operating performance, as appropriate.				
Develops, reviews and modifies departmental policies and procedures, as needed. Disseminates and interprets applicable laws, regulations, rules, policies and procedures, etc., as required.				
Participates in the development, modification, and maintenance of automated systems, processes, and/or procedures to facilitate departmental operations, with emphasis on contract terms and compliance issues. Identifies and develops new tools, as required, to ensure departmental compliance.				
Maintains currency with, understands and ensures departmental compliance with all university policies and procedures and applicable state, federal and local laws, regulations and policies.				
Develops, promotes, and maintains effective mechanisms by which individuals may report alleged violations of applicable laws, regulations, rules, policies and procedures, etc.				
Coordinates research administration compliance program matters with Senior Business Officer, as well as with Office of Compliance, Audit Services, Office of Contracts and Grants, Financial Analysis, Sponsored Projects Accounting, Administrative Information Services, etc., as appropriate.				

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.