



JOB INFORMATION

<i>Job Code:</i>	133532
<i>Job Title:</i>	Policy Administration Lead
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Assists in the development, implementation, and maintenance of a comprehensive policy administration program for the university, ensuring program compliance with federal, state, and local administrative requirements. Oversees policy compliance monitoring and quality assurance, and supports departments in driving implementation of policy action plans. Assists with developing training, communications, outreach, and other resources to help promote a culture of policy adoption to drive ethics and compliance across the organization.

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.

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 with regulatory requirements, policies, and compliance.
	X	5 years	in an institutional compliance role in higher education, government, or industry

Additional Work Experience

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

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated administrative and project management skills, particularly among cross-functional teams.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Well-versed in elements of an effective policy program management with demonstrated skills in institutional compliance, collaboration, critical analysis and data analytics, problem solving, and discretion.
X		Excellent written and oral communication skills.
X		Ability to balance and effectively prioritize numerous projects covering a variety of subject matters.
	X	Demonstrated ability to track, manage, and handle significant volumes of matters involving different issues with keen attention to detail.
	X	Knowledge of risk management and liability issues affecting higher education.
	X	Ability to lead others while prioritizing different tasks and projects.
	X	Excellent problem-solving skills with demonstrated ability addressing difficult and complex issues and diffusing high-tension situations.
	X	Knowledge of human resources processes and policies across a university in multiple domain areas.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Compliance & Ethics Professional (CCEP) certification.

Other Job Factors

- May require work, and travel, on weekends, evenings, and/or holidays, based on business necessity.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in the development, implementation, and maintenance of a comprehensive policy administration program for the university, (e.g., setting policy standards, communicating requirements, and monitoring compliance). Leads key policy strategy and development initiatives, and addresses responsive matters, (e.g., concerns, adverse events, or incidents of non-compliance).				
Oversees the monitoring and quality assurance elements of the compliance policy program, (e.g., establishing appropriate metrics, data analytics and reporting) and ensures program compliance with federal, state, and local administrative requirements. Audits and reports on compliance status as required.				
Identifies and develops tools and data analytics to assist departments with policies and supports departments in driving implementation of policy action plans and in meeting applicable requirements.				
Conducts policy assessments and develops corrective action plans for policy maintenance and risk mitigation, collaborating with university stakeholders and departments as necessary. Serves as a compliance subject matter expert for the university community.				
Assists with developing training, communications, outreach, and other resources to help promote a culture of policy adoption to drive ethics and compliance across the organization. Remains current with university policies, applicable state, federal and administrative laws, regulations, and trends impacting institutional compliance. 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 plans and regular training to implement 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 immediately or as soon as practically possible by

