



Chief Transformation and Integration Officer Job Description

JOB INFORMATION

Job Code:	199079
Job Title:	Chief Transformation and Integration Officer
FLSA Status:	Exempt
Supervisory:	May oversee staff, students, volunteers, agencies and/or resource employees.
Job Family:	Senior Management
Job Family Group:	Administration
Management Level:	3 Executive

JOB SUMMARY

Drives cross-functional system integration, designs architecture and strategies, and serves as point-person for transformation initiatives. Provides oversight and assistance to varied culture transformation efforts. Evaluates and implements process improvements facilitating more collaboration, communication, speed and efficiency, and promotes alignment and achievement of strategic priorities.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
X		12 years	
	X	15 years	

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

Req	Pref	Functional Skills
X		Experience planning, leading and executing organizational change management programs and/or large-scale transformation strategies (e.g., system implementations, diversity and inclusion efforts).
X		Demonstrated experience with shared services models enabling business functions.
X		Exemplary organizational, problem solving and strategic planning skills, able to provide clear direction, goals and timelines for success.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Outstanding written and oral communication skills, and proven ability to communicate in a clear, consistent, transparent manner to create shared goals and understanding.
X		Demonstrated success in recruiting, retaining, and building diverse and inclusive teams.
X		Exemplary interpersonal skills, able to effectively manage conflicts, maintain confidentiality, and facilitate high levels of employee engagement.
X		Knowledge of risk management and liability issues affecting higher education.
	X	Experience managing cross-functional units.
	X	Demonstrated experience with program management, business analyses and workflows.
	X	Experience in academic medicine, collaborating with prominent faculty, and a sophisticated understanding of university research units.
	X	Knowledge of human resources processes, with experience in mediation, negotiation, staff development, and teaching/training staff.
	X	Experience with joint reporting structures, and managing multi-platform communications and marketing plans involving publications, videos, websites, social media, and public speeches and presentations.

Other Job Factors

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

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides executive-level organization of complex processes. Partners with managers on day-to-day decision-making and initiative implementations. Builds and maintains relationships with relevant stakeholders. Leads continuous improvement efforts for project management processes and standards.				
Helps design and deploy new operating models and metrics, driving and tracking operational performance and impact. Formalizes approaches to advance enterprise-wide strategies that redesign infrastructure, optimize productivity, and deconstruct entrenched cultures blocking progress. Assists with progress tracking and performance reporting as needed for presentations to senior leadership.				
Leads and facilitates engagement efforts with relevant stakeholders, managing established task force teams and ensuring participation from change agents, teams and senior leaders. Analyzes, evaluates and integrates various transformation work (e.g., equity, diversity and inclusion efforts) for system-wide alignment, encouraging more collaboration between stakeholders.				
Partners with communication and marketing offices to design strategies that ensure transparency and accountability for progress on initiatives underway. Contributes as a thought partner to prioritize projects with leadership councils and at brainstorming sessions, and identifies and solves problems along the way. Maintains awareness and knowledge of current and relevant changes within legal and regulatory environments.				

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/

<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.