



Assistant Director, Office of Conduct, Accountability, and Professionalism Job Description

JOB INFORMATION

<i>Job Code:</i>	117127
<i>Job Title:</i>	Assistant Director, Office of Conduct, Accountability, and Professionalism
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student and/or temporary workers.
<i>Job Family:</i>	Title IX
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	8 Individual Contributor

Assistant Director, Office of Conduct, Accountability, and Professionalism

JOB SUMMARY

Participates in directing the planning, coordination, implementation, delivery of services and management of the Office of Conduct, Accountability, and Professionalism (OCAP). Directs misconduct investigations regarding university faculty and staff, and assists in directing OCAP operations. Reviews, analyzes, and evaluates investigative plans, reports, and other documentation for legal and risk implications, as well as for accuracy and completeness as requested and/or assigned. Assists with operational functions (e.g., planning and scheduling, staff administration, development of policies, processes, and procedures) as assigned. Interprets and applies relevant university faculty and staff policies and procedures. Contributes technical expertise in the development of short- and long-term plans for the department and resolution of Title IX cases, discrimination cases, and other matters. Trains, mentors, and leads OCAP investigators, and oversees audits conducted by others, as assigned.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Juris Doctor (JD)	

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		5 years	labor relations, higher education, or relevant industries
	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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Advanced degrees, certifications, and/or equivalent, extensive supervisory experience in law, social work, human resources, ethics, business administration, or other relevant fields.
X		Thorough knowledge of state and federal laws, regulations, employment, and complaint policies and procedures governing discriminatory practices and equal opportunities.
X		Demonstrated leadership strength and ability to inspire and drive changes aligned to business priorities.
X		Exemplary oral and written communication skills to facilitate executive-level decision-making, and present ideas clearly and effectively.
X		Demonstrated analytical and/or problem-solving capabilities, and ability to conduct interviews and investigations. Proven strengths interacting with diverse groups.
	X	Demonstrated experience leading large-scale changes, developing cohesive teams, and building new programs and initiatives.
	X	Experience as inside or outside counsel in corporate law, and with litigation or other dispute resolution procedures.
	X	Working knowledge of California and multi-state employment law.
	X	Knowledge and/or understanding of cultural issues (e.g., immigration, LGBTQIA, and intersectional issues).
	X	Experience working on compliance with Title IX regulatory requirements in a higher education environment.
	X	Familiarity with higher education environments and academic medical centers.
	X	Fluency in American Sign Language (ASL) and languages other than English.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Participates in directing the planning, coordination, implementation, delivery of services and management of the Office of Conduct, Accountability, and Professionalism (OCAP). Researches and identifies trends and needs, helping determine OCAP priorities and allocating resources accordingly. Assists in the planning, development, establishment, and direction of OCAP objectives.				
Assesses existing utilization of investigatory methods, processes, procedures for adequacy, and related policies for regulatory compliance. Recommends enhancements or modifications, as required. Maintains current knowledge on relevant existing and pending legislation, and ensures OCAP investigatory methods, processes, and procedures reflect and comply with the established and future standards and regulations.				
Reviews and assesses departmental operations and services for effectiveness and efficiency. Recommends changes regarding OCAP operating and administrative policies, procedures, and processes, as needed, to improve delivery of services. Ensures staff and university community are kept informed of all changes and updates.				
Directs investigations regarding alleged faculty and staff misconduct. Performs independent analyses and evaluations of findings, and creates comprehensive written reports. Assists schools and/or departments establishing internal procedures to improve compliance adherence, making recommendations as needed.				
Analyzes and evaluates investigative plans, reports, and other documentation for legal and risk implications, and for accuracy and completeness, as requested or assigned. Advises and directs staff regarding revisions or modifications to reports, correspondence, and/or documentation, as needed.				
Documents all interviews and meetings held with faculty and staff, supervisors, managers, and senior administrators. Maintains confidential case files and prepares detailed written reports and documentation, as necessary. Has authority to close cases in absence of executive director, or as assigned.				
Conducts research, and gathers and analyzes data for government compliance reviews and/or special projects. Identifies training needs for faculty and staff, as reflected by problems, issues, situations, and/or complaint trends. Makes recommendations to appropriate parties, as necessary.				
Provides staff leadership, guidance, direction, and training, as assigned. Reviews, endorses, and/or makes recommendations for hiring, raises, and promotions, as				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
necessary. Counsels staff, provides performance appraisals, and determines need for disciplinary actions, as requested or assigned. Participates in conducting the development, maintenance, and enhancement of automated or manual systems and procedures supporting operations, and recommends changes as needed.				
Stays informed of developments in the field by reading pertinent literature, participating in professional associations and attending their meetings, as appropriate. Establishes and maintains an active network of professional contacts.				
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

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.