



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>	8 Individual Contributor
Policy Administration Lead	

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.
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

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
	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

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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. 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		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

Other Requirements

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

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.