



## Manager, Compliance Program Development and Privacy Job Description

### JOB INFORMATION

Job Code:	133535
Job Title:	Manager, Compliance Program Development and Privacy
FLSA Status:	Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Compliance Office
Job Family Group:	Compliance
Management Level:	6 Manager
Manager, Compliance Program Development and Privacy	

### JOB SUMMARY

Leads the implementation and maintenance of a comprehensive university data privacy and compliance program adherent to federal, state, local, and administrative requirements. Partners with stakeholders to monitor, assess, and improve data privacy and compliance across the university. Maintains currency with university policies and applicable state, federal, and administrative laws and regulations impacting institutional compliance.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

#### 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		4 years	working with regulatory requirements, policies, and codes of conduct.
	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		Well-versed in elements of an effective compliance program with demonstrated skills in collaboration, critical analysis, problem solving and discretion.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated administrative and project management skills, particularly among cross-functional teams.
X		Demonstrated skill in influencing management with multiple business, cultural, and interpersonal development.
X		Ability to build consensus and communicate effectively with all levels of personnel with a combination of tenacity and tact.
X		Ability to balance and effectively prioritize numerous projects covering a variety of subject matter.
X		Excellent oral and written communication skills.
X		Proficient with Microsoft PowerPoint and Excel.
	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	Demonstrable ability to manage and prioritize different tasks and projects.
	X	Deft interpersonal skills for communicating with all levels of staff and a variety of individuals and groups.
	X	Excellent problem-solving skills with demonstrated ability addressing difficult and complex issues and diffusing high-tension situations.
	X	Knowledge of human resources processes, with experience in mediation, negotiation, staff development, and teaching/training staff.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Certified Compliance & Ethics Professional (CCEP) certification from Compliance Certification Board, or commitment to obtain such within 1-year post-hire.

## Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Leads the implementation of a comprehensive data privacy and compliance program for the university, ensuring adherence to federal, state, local, and administrative requirements. Supports the design, implementation, and maintenance of data privacy and compliance policies, workflows, and governance structures for departments and stakeholders across the university. Conducts investigations of compliance violations as necessary.				
Develops and implements ongoing compliance monitoring activities, collaborating with university stakeholders to verify compliance with laws, regulations, and regulatory policies. Partners with university stakeholders to identify, assess, and manage data privacy and compliance risk areas, and to develop and implement corrective action and risk mitigation plans. Identifies, develops, and implements data analytics tools to assist departments with compliance and prepares reports as required.				
Supports comprehensive reviews of data and privacy processes and procedures across the university, recommending and implementing improvements as needed. Researches, identifies, and reports on compliance trends, changes, and developments. Maintains currency with university policies, and applicable state, federal, and administrative laws and regulations impacting institutional compliance.				
Guides and assists with developing educational, awareness and training resources to help promote a culture of ethics and compliance across the university. Serves as a data privacy and compliance resource for the university community.				
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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.