



USC University of
Southern California

Director, Political Compliance Job Description

JOB INFORMATION

<i>Job Code:</i>	133549
<i>Job Title:</i>	Director, Political Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	5 Administrator
Director, Political Compliance	

JOB SUMMARY

Oversees and ensures adherence to all political, lobbying, and campaign finance laws and regulations. Promotes a transparent and compliant political environment, ensuring that all activities align with legal and ethical standards. Continuously monitors, assesses and mitigates risk.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Law	Or
X		Bachelor's degree	Political Science	Or
X		Bachelor's degree	Public Administration	Or
X		Bachelor's degree	in related field(s)	
	X	Juris Doctor (JD)		

Additional Education

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

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		7 years	in political compliance, campaign finance, political law, election law and/or other relevant industries.	

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		Extensive knowledge of the Federal Election Campaign Act, the California Political Reform Act, and other relevant compliance laws and regulations.
X		Knowledge of local, state, and federal campaign finance and lobbying laws.
X		Exceptional organizational, interpersonal and written/oral communication skills.
X		Excellent analytical, problem solving, and decision making skills.
X		Exceptional attention to detail as well as the ability to interpret and apply complex legal and regulatory requirements.
X		Ability to develop analytics from multiple complex streams of data, assess risk, interpret trends, develop mitigation strategies, and drive continuous improvements.
X		Proven track record of working independently with minimal supervision, deftly handling time-sensitive matters, meeting strict deadlines, and accomplishing confidential tasks.
X		Ability to manage numerous highly confidential, complex, and politically sensitive matters.
X		Proficiency with relevant applications/platforms and office management software/tools (e.g., Microsoft Office).
	X	Significant experience in political compliance, political law or election law in Los Angeles and/or California.
	X	Experience in higher education and/or complex nonprofits.
	X	Demonstrated knowledge of risk management/liability issues in higher education and/or matrixed organizations.
	X	Demonstrated experience designing and delivering compliance training.
	X	Proven experience establishing, developing and/or enhancing compliance frameworks.
	X	Extensive knowledge and/or understanding of numerous cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).
	X	Multilingual communication skills, fluent in Spanish and/or other languages beyond English.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and implements comprehensive policies, procedures, and training programs to ensure adherence to local, state and federal laws and regulations. Monitors and analyzes political, lobbying, and campaign finance activities. Prepares and files all required reports. Identifies issues/items needing executive-level escalation and recommends program/policy changes as needed.				
Oversees relevant risk management activities across the university and develops mitigation strategies. Designs, implements, and tests processes and controls to mitigate risk (e.g., gifts/disbursements, entertainment and hospitality expenses, government interactions), and evaluates their effectiveness.				
Actively participates in and/or manages cross-functional projects as needed. Advises and collaborates with senior leadership, faculty/staff, departments and student organizations on political compliance. Serves as university representative for external stakeholders (e.g., agencies, regulators, other institutions). Partners with legal counsel to interpret and apply complex laws and regulations.				
Advises faculty, staff and students holding political appointments or running for political office.				
Maintains accurate and compliant data and documentation (e.g., political contributions, expenditures). Conducts regular analyses and assessments to identify noncompliance and/or potential risks. Reviews and investigates undisclosed contributions and data inaccuracies.				
Stays current with changing legislation and emerging issues/trends, assessing any impact to university operations. Collaborates with relevant stakeholders to develop and provide training. Prepares and shares communications accordingly and proposes needed adjustments to maintain compliance. Identifies staff development opportunities and drives industry best practices.				
Fosters a culture of transparency and ethical behavior, organizing awareness campaigns and educational programs. 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/			

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.