



Director, Professionalism and Ethics

Job Description

JOB INFORMATION

Job Code:	117245
Job Title:	Director, Professionalism and Ethics
FLSA Status:	Exempt
Supervisory:	
Job Family:	Conduct and Ethics
Job Family Group:	USC Job Families
Management Level:	5 Administrator
Director, Professionalism and Ethics	

JOB SUMMARY

Reports to and assists the Vice President for Professionalism and Ethics in operating OPE as the centralized, single center for all university complaint monitoring and investigations. Interfaces with existing offices across the university that collect and compile complaints in specific areas (e.g. Human Resources, Hospital Medical Staff, Department of Public Safety, Threat Assessment Committee, Faculty Judicial Affairs, Student Judicial Affairs, Risk Management, and Office of Ombuds Services). Ensures that all complaints are funneled centrally from other offices into OPE, and assigns them to the appropriate investigatory office for review; additionally, maintains an anonymous and confidential hotline for additional complaint reporting, manages reviews and investigations, and when needed, leads investigations; creates and maintains a centralized repository to track complaints and outcomes centrally, at all levels across both university campuses, and ensures proper post-investigation management. Assists the vice president in overseeing its investigatory units (e.g., Office of Conduct, Accountability and Professionalism [CAP], Athletic Compliance, etc.), as well as investigations done by any other university unit or department. Prepares regular reports regarding high-risk investigations and trends for the University President and Presidential Cabinet as well as the Audit and Compliance Committee of the USC Board of Trustees.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Master's degree		Or
	X	Juris Doctor (JD)		

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level	
X		7 years	conducting and managing complex investigations, including coordination of investigations, identification of misconduct, trends and high-risk areas, and reporting (preferably in higher education, government or industry).	
	X	10 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		Bachelor's degree in business administration, legal studies, finance, auditing or similar ethics and compliance education.
X		Demonstrated skills in collaboration, critical analysis, problem solving, discretion, influencing management with multiple businesses, and cultural and business development.
X		Demonstrated administrative and project management skills, particularly with cross-functional teams.
X		Excellent oral and written communication skills.
X		Proficient with Microsoft Office and investigation software.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Maintains anonymous and confidential hotline for additional complaint reporting, and creates and maintains a centralized database to track complaints at all levels across both university campuses. After appropriately assigning complaints for initial review and investigation, ensures they are all funneled centrally from various offices into the Office of Professionalism and Ethics.				
Oversees the university's existing investigatory units (Athletic Compliance, the Office of Conduct, Accountability and Professionalism [CAP]), etc.) and investigations by all other university units. Tracks outcomes, ensures proper post-investigation management and, when needed, leads investigations.				
Interfaces with existing offices across the university that collect and compile complaints in specific areas (e.g., human resources, hospital medical staff, risk management, Department of Public Safety, Threat Assessment Committee, Faculty Judicial Affairs, Student Judicial Affairs and the Office of Ombuds Services).				
Prepares regular reports regarding high-risk investigations and trends for the USC president and their cabinet, as well as the Audit and Compliance Committee of the USC Board of Trustees.				
Assists the Vice President for Professionalism and Ethics, and supervises the Office of Professionalism and Ethics' senior data analyst.				
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

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.