

UNIVERSITY OF SOUTHERN CALIFORNIA

Manager, Compliance Program Development and Privacy

Job Code: 133535

OT Eligible: No

Comp Approval: 11/23/2020

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 ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|--|
| _____ | _____ | 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. |
| _____ | _____ | Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. |
| | | Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. |

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

- Yes 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.

JOB QUALIFICATIONS:

Minimum Education:

- Bachelor's degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

- 4 years
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Four years of related experience working with regulatory requirements, policies ,and codes of conduct. Well versed in elements of an effective compliance program with demonstrated skills in collaboration, critical analysis, problem solving and discretion. Certified Compliance & Ethics Professional (CCEP) certification from Compliance Certification Board, or commitment to obtain such within 1-year post-hire. Demonstrated administrative and project management skills, particularly among cross-functional teams. Demonstrated skill in influencing management with multiple business, cultural, and interpersonal development. Ability to build consensus and communicate effectively with all levels of personnel with a combination of tenacity and tact. Ability to balance and effectively prioritize numerous projects covering a variety of subject matter. Excellent oral and written communication skills. Proficient with Microsoft PowerPoint and Excel.

Preferred Education:

- Master's degree

Preferred Experience:

- 7 years

Preferred Field of Expertise:

Demonstrated ability to track, manage, and handle significant volumes of matters involving different issues with keen attention to detail. Knowledge of risk management and liability issues affecting higher education. Demonstrable ability to manage and prioritize different tasks and projects. Deft interpersonal skills for communicating with all levels of staff and diverse individuals and groups. Excellent problem-solving skills with demonstrated ability addressing difficult and complex issues and diffusing high-tension situations. Knowledge of human resources processes, with experience in mediation, negotiation, staff development, and teaching/training staff.

Supervises: Level:

- Leads one or more employees performing similar work.

Comments:

- May require work, and travel, on weekends, evenings, and/or holidays, based on business necessity.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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