

UNIVERSITY OF SOUTHERN CALIFORNIA

Recruiting Compliance Analyst

Job Code: 117173

OT Eligible: Yes

Comp Approval: 10/13/2021

JOB SUMMARY:

Monitors and analyzes talent acquisition data to ensure hiring processes are compliant with employment laws and regulations for all requisitions. Collaborates with recruiting teams to collect, compile, and analyze talent acquisition data to make recommendations on adjusting processes and/or flagging potential legal/compliance issues. Advocates for a transparent and inclusive candidate pool.

JOB ACCOUNTABILITIES:

<u>*E/M/NA</u>	<u>% TIME</u>
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_____	_____	Supports talent acquisition by collecting and analyzing candidate data to ensure all recruiting processes are compliant with standards and policies. Produces timely and accurate reports, ensuring leadership is informed and updated with data-driven information and accurate work outputs.
_____	_____	Collects feedback from leadership and relevant stakeholders to continuously improve recruiting compliance processes. Partners with hiring managers to understand current and future hiring needs based on existing talent acquisition data. Drives communication based on analysis and expertise.
_____	_____	Ensures all data collected and entered is accurate and verified information. Identifies opportunities to improve talent acquisition compliance. Maintains currency with the latest regulatory, legal, and policy changes. Adapts programs, projects, activities, and behaviors in response to feedback and data.
_____	_____	Demonstrates, through words, actions, and ideas, alignment to the university's strategic plan and the HR organization's strategic plan. Maintains responsive lines of communication with talent acquisition teams. Escalates roadblocks or issues to appropriate stakeholders.
_____	_____	Recommends long-term strategies to improve and diversify the university's overall talent pool. 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:

3 years

Minimum Field of Expertise:

Three years' experience in human resources. Experience gathering data, creating analyses and reports, identifying patterns, and translating meanings. Demonstrated organizational skills and ability to think strategically and creatively. Ability to provide support and guidance as needed on projects. Excellent written and oral communications skills, with precise attention to detail. Ability to exercise discretion with confidential information. Proficiency with Microsoft Office.

Preferred Education:

Bachelor's degree

Preferred Experience:

5 years

Preferred Field of Expertise:

Experience in higher education and data analytics. Knowledge of local, state, and federal laws involving employment, HR, and HR policies. Proven ability to formulate documentation related to compliance policies and procedures. Proven ability to work independently and proactively, using sound judgment in making decisions with minimal supervision. Ability to support concurrent projects, prioritize competing assignments, and work under pressure with tight deadlines and frequent interruptions. Experience providing proactive approaches for solutions. Experience presenting findings after analyzing data. Excellent interpersonal skills, emotional intelligence and relationship-building abilities. Experience working with HR software (e.g., Workday HCM, Applicant Tracking Systems).

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.

The University of Southern California is an Equal Opportunity Employer