



## Associate Senior Vice President, Safety and Risk Assurance Job Description

### JOB INFORMATION

<i>Job Code:</i>	199049
<i>Job Title:</i>	Associate Senior Vice President, Safety and Risk Assurance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Senior Executive
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	2 Senior Executive

### JOB SUMMARY

Provides strategic leadership for the university's campus safety departments (e.g., public safety, environmental health and safety, occupational health and safety, and fire safety and emergency planning), ensuring that students, faculty, and staff are pro

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	of safety and security leadership
	X	15 years	of safety and security leadership within large, multi-location organizations, ideally within healthcare and/or higher education

#### 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated experience with strategic development and management of safety and security programs within a large organization, with an emphasis on environmental health and safety, emergency planning and response, and mission continuity.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Demonstrated expertise in environmental health and safety disciplines (e.g., radiation safety, occupational health, hazardous materials).
	X	Ability to manage and lead across organizational safety committees with leadership representation from various internal/external stakeholder groups.
	X	Experience leading a large organization's public safety department, interfacing with governmental security agencies (e.g., police, sheriff, FBI) within urban communities.
	X	Highly knowledgeable in modern security and policing strategies (e.g., officer training, technologies, data systems).

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees the management of campus safety departments: public safety, environmental health and safety, occupational health and safety, and fire safety and emergency planning. Develops department budgets, authorizes expenditures, and provides budget projections. Hires, trains, evaluates, sets goals for and supervises staff, executing disciplinary actions as needed.				
Develops short- and long-term strategic goals for the campus safety departments. Guides the development of university wide safety, health, and/or environment-related programs and training required to achieve department goals. Establishes and procures corresponding staff and resource requirements for goal achievement.				
Serves as the lead advisor for emergency planning and response efforts, and guides deliberations for the emergency response executive group, as well as for the campus-wide emergency operations center. Coordinates emergency response planning and execution in collaboration with all campus safety departments.				
Serves as a subject-matter expert (SME), strategic partner, and source of quality analysis, advice, and recommendations for senior leadership, advising on a widerange of institutional safety and security matters. Collaborates with risk management and other relevant departments to proactively identify safety risks and formulate and implement risk mitigation strategies. Maintains currency with developments in the safety industry (e.g., forthcoming hazards, compliance requirements, helpful technology).				
Liaises with government and regulatory agencies as a representative of the university, ensuring governmental safety and security compliance mandates are met. Liaises with campus departments, students, faculty, staff, and other stakeholders to understand their relevant needs and challenges, and to effectively recommend and implement solutions.				

## 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
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.