



Associate Vice President, Health Policy

Job Description

JOB INFORMATION

<i>Job Code:</i>	199204
<i>Job Title:</i>	Associate Vice President, Health Policy
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Serves as the day-to-day lead for health and government relations at the local, state, and federal levels. Advocates on all health-related matters, helping the university develop and implement successful health policies and agenda.

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.

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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Seven years' experience in health policy and governmental relations.
X		Demonstrated leadership skills and experience, able to establish strong relationships with government officials and agencies.
X		Experience with healthcare public policies and regulatory issues in Los Angeles, the Southern California region, and statewide.
X		Ability to lead with influence, expertise, and advocacy with key internal/external stakeholders.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated interpersonal skills for collaborating across multiple departments, building consensus strategies and implementing plans. Exemplary oral and written communication skills, exercising diplomacy, tact, discretion and confidentiality while interacting with diverse communities of colleagues.
X		Ability to compile and summarize information in succinct, understandable reports and formats.
X		Demonstrated project management, organizational and critical thinking skills, able to adjust to changing demands and pressing issues.
	X	Demonstrated experience in management/supervisory roles in hospital or provider-side environments.
	X	Multilingual communication skills, fluent in Mandarin, Spanish, Korean and/or other languages beyond English.
	X	Working knowledge of California and multi-state employment law.
	X	Knowledge and/or understanding of cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Advances university health policy strategies with internal/external stakeholders and at all levels of government. Serves as the university's lead health and government relations representative to state and county officials and agencies.				
Develops and advances health policy agenda, tracking and reporting on related and relevant legislation. Provides policy and relationship support to senior leadership. Supports the university with relevant healthcare organizations and coalitions (e.g., Hospital Association of Southern California, Alliance for Dedicated Cancer Centers).				
Engages and builds collaborative policy partnerships with peer institutions, community organizations, and other relevant stakeholders. Plans, designs and coordinates advocacy events (e.g., campus visits with local/state leaders). Serves as a member of collaborative with government relations and civic engagement leads.				
Connects faculty, staff, and students with senior administrators, policymakers, and relevant thought-leadership opportunities. Serves as university representative on boards and working groups related to key focus areas.				
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.				

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/
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: 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.