



**USC** University of  
Southern California

## Athletic Compliance Investigator Job Description

### JOB INFORMATION

<i>Job Code:</i>	133715
<i>Job Title:</i>	Athletic Compliance Investigator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Athletics Compliance
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Conducts comprehensive and in-depth investigations for the university regarding possible and/or alleged violations of NCAA and Pac-12 rules and regulations and for athletic compliance quality control purposes including documentation and reporting functions. Draws upon expertise and experience to determine appropriate avenues and methods to conduct an effective investigation. Creates and implements a comprehensive agent education program for athletic department staff and student-athletes. Investigates and reports on sports agents. Contributes technical expertise to university senior management, athletic department staff, coaches, etc. regarding athletic compliance issues. Trains, mentors and provides guidance and direction to athletic compliance officers regarding appropriate investigative techniques, processes, procedures, etc. Fosters within the university, athletic department and athletic compliance office a culture that promotes integrity and ethical behavior. Reports to the Vice President for Athletic Compliance through Associate Vice President for Athletic Compliance.

### 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	

#### 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		Experience in conducting investigations.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated strong interpersonal skills to deal effectively and tactfully with people at all levels.
X		Demonstrated ability to communicate effectively, both verbally and in writing.
X		Demonstrated strong planning and problem-solving skills.
	X	Experience in conducting investigations related to NCAA and/or Pac-12 rules and regulations.

## Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and is required to comply with the requirements of this designation.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Conducts comprehensive and in-depth investigations for the university regarding possible and/or alleged violations of NCAA and Pac-12 rules and regulations and for athletic compliance and quality control purposes including documentation and reporting functions. Interviews appropriate and necessary parties who may provide insight to possible and/or alleged violations of NCAA and Pac-12 rules and regulations and/or controls, processes, procedures, etc. Makes recommendations regarding the possible establishment of internal policies, procedures and corrective actions regarding or impacting athletic compliance, as appropriate.				
Performs independent analyses, evaluates findings, creates comprehensive written reports of investigative findings and provides same to senior department management. Documents all interviews and meetings held with the appropriate parties to complete the investigation. Provides statistical and trend analysis reports of athletic compliance investigative matters. Develops and maintains confidential case files.				
Creates and implements a comprehensive agent program. Supports the activities of the Professional Sports Counseling Panel as requested by the Vice President for Athletic Compliance.				
Serves as an expert on athletic compliance investigative matters. Provides leadership and guidance to athletic compliance department staff regarding investigative techniques, processes, policies and procedures, as requested or assigned. Collaborates in a proactive manner with the Vice President and Associate Vice President for Athletic Compliance regarding compliance controls, risks, investigative techniques and procedures, and new developments in athletic compliance rules and regulations. Provides internal and external communications expertise for athletic compliance investigative matters and recommends responses/procedures related to rules and regulations. Serves as a key resource for questions regarding investigations of NCAA and Pac-12 rules and regulations.				
Participates in short and long range planning for athletic compliance program. Integrates investigative plans with overall departmental strategies. Works closely with department management to plan and develop athletic compliance program objectives and content. Makes recommendations regarding Office of Athletic Compliance departmental operating and administrative policies and procedures, as needed.				
Assesses existing utilization of investigatory methods, processes and procedures for adequacy and related internal policies related to NCAA and Pac-12 rules and regulations. Recommends enhancements or modifications, as required. Conducts investigations in accordance with any applicable NCAA and Pac-12 rules and regulations and applicable internal investigative policies and procedures and California law as they apply to the university and its various constituents in conjunction with conducting investigations.				
Identifies training and/or education needs for the various compliance constituencies as reflected by identified issues, situations, possible or alleged violations or complaint trends. Conducts research, gathers data and/or information for athletic compliance reviews and/or special projects. Analyzes data and makes recommendations.				
Analyzes and evaluates NCAA and Pac-12 changes to rules and regulations and determines impact to investigative processes, procedures, techniques, etc. and determines impact to athletic compliance program operations. Makes				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
recommendations regarding need to revise investigative processes and procedures.				
Develops, implements, modifies and maintains automated or manual systems and procedures to support investigative and departmental operations. Develops, implements and updates athletic compliance investigative policies, procedures and processes.				
Manages coordination of responses to and resolutions of external investigations and audits by NCAA and/or Pac-12 regarding athletic compliance issues as directed or requested. Assists with athletic compliance enforcement.				
Coordinates investigative matters related to athletic compliance audit plan and design with Audit Services, Office of the Senior Vice President for Administration, Office of General Counsel and the Vice President and Associate Vice President for Athletic Compliance and other Office of Athletic Compliance staff members.				
Stays informed of developments in field. Reads pertinent literature. Represents the Office of Athletic Compliance to student-athletes, prospective student-athletes, parents, alumni, volunteers, community and other constituencies. Attends NCAA and Pac-12 conference events and other professional meetings.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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>
<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: <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.