



## Executive Director, Professionalism and Ethics Job Description

### JOB INFORMATION

<i>Job Code:</i>	117246
<i>Job Title:</i>	Executive Director, Professionalism and Ethics
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Conduct and Ethics
<i>Job Family Group:</i>	USC Job Families
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Manages staff and daily operations in the Office of Professionalism and Ethics. Assists with the coordination and implementation of university requirements pursuant to all regulations and requirements (e.g., the 2020 Office of Civil Rights resolution agreement). Oversees the university's anonymous, confidential hotline for reporting complaints, ensuring investigations are centrally tracked and appropriately managed to resolution.

### 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		Or
	X	Juris Doctor (JD)		

#### 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		
	X	12 years		

#### 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		Bachelor's degree in business administration, legal studies, criminal justice, auditing or similar ethics and compliance education.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ten years' experience conducting and managing complex investigations, including investigator coordination, identification of misconduct, trends and high-risk areas, and reporting.
X		Experience in leadership/management roles, able to manage and prioritize numerous different tasks and projects autonomously.
X		Demonstrated skills in collaboration, critical analysis, problem solving, influencing management with multiple businesses, and cultural and business development.
X		Demonstrated administrative and project management skills, particularly with cross-functional teams.
X		Knowledge of risk management and liability issues affecting higher education.
X		Experience with global complaint management platforms (e.g., i-Sight, Meyestro).
X		Excellent oral and written communication skills, with exemplary attention to detail.
X		Deft interpersonal skills for communicating with all levels of staff, varied and diverse audiences, and coordinating activities.
X		Experience applying policies and procedures, writing technical documentation, and organizing numerical data.
X		Proficient with Microsoft Office.
	X	Master's degree in business administration, criminal justice or other relevant fields.
	X	Valid license to practice law in the state of California, or the ability to become eligible within 12 months of employment.
	X	Twelve years' experience conducting and managing complex investigations in higher education, government, or corporate environments.
	X	Experience as general/outside counsel in corporate law and/or higher education.
	X	Experience in litigation or related dispute resolution procedures (e.g., taking and defending depositions).
	X	Experience in areas of compliance (e.g., Title IX).
	X	Familiarity with academic medical centers/enterprises.
	X	Multilingual communication skills, fluent in Mandarin, Spanish, Korean and/or other languages beyond English.
	X	Ability to exercise discretion with confidential information.

## Other Job Factors

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

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees OPE administration, staff, and daily operations, including maintenance of the university's anonymous, confidential hotline for reporting complaints. Appropriately assigns complaints for initial review and investigation. Tracks complaints and outcomes at all levels and ensures proper post-investigation management. Ensures reported misconduct is centrally tracked and appropriately managed to resolution.				
Implements and oversees a centralized case management platform (e.g., Meyestro) in numerous offices across university campuses (e.g., HR, Department of Public Safety, Student Judicial Affairs). Leads and oversees user training and quality assurance of platform data reporting to ensure compliance with all regulations and policies.				
Assists with the coordination and implementation of data reporting requirements pursuant to all regulations and requirements (e.g., maintaining training and audit records per the 2020 Office of Civil Rights resolution agreement). Oversees streamlined reporting of misconduct to the California Medical Board all related and relevant state licensing boards in collaboration with staff and leadership.				
Oversees university investigative units (e.g., athletic compliance, Office of Equity and Diversity) and all related and relevant investigations performed by others. Works closely with senior leadership to ensure the data obtained by investigators is accurate and complete. When needed, conducts and leads investigations, and consults and apprises the Office of General Counsel.				
Responds to any appeals after investigations are completed. Promotes an environment that fosters inclusive relationships and creates unbiased				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## 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.