



USC University of
Southern California

Healthcare Security Manager Job Description

JOB INFORMATION

Job Code:	147014
Job Title:	Healthcare Security Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Public Safety (Non-Step)
Job Family Group:	Public Safety
Management Level:	5 Manager

JOB SUMMARY

Manages the implementation of an effective healthcare security strategy and program to mitigate risk, safeguard the organization's assets, intellectual property, integrity, reputation, and physical assets to ensure continuity of operations. Assists in the administration of public safety/security and law enforcement programs. Develops, plans, and implements operational objectives and goals. Serves as commander of an assigned watch, units, and/or facilities.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

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

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
X		1 year	in a supervisory role

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

Req	Pref	Functional Skills
X		Directly related experience in healthcare security.
X		Ability to identify critical issues quickly and accurately.
X		Understanding of OSHA, CAL-OSHA, HIPPA, and/or Joint Commission (TJC), Center of Medicare and Medicaid Services (CMS), the California Department of Public Health (CDPH) hospital emergency codes.

Licenses

Req	Pref	License(s)
X		valid California driver's license

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X		Nonviolent Crisis Intervention (CPI)	
X			Healthcare Defensive Tactics System™ training
X			current certification in a California Guard Card
X			CPR training

Other Job Factors

- Must be eligible for bonding.
- Vision in each eye correctable to at least 20/25.
- Must successfully complete a written/oral exam, in-depth background investigation drug and medical evaluation.
- Must be able to report for work in case of emergencies.
- Must be able to work varied days and shifts: 8 or 10 hours per day, 40 hours per week.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages Healthcare Security Officers involved in providing protection to the medical enterprise community, buildings and facilities. Assumes charge of field situations, as needed. Provides interpretations of university public safety policies and procedures to the community, representatives of local agencies and the general public.				
Represents the department at official functions or meetings. Assesses needs of the organization and identifying opportunities for organizational growth. Participates in the review and analysis of statistics and other relevant data to identify public safety/crime problems. Makes recommendations regarding public safety/crime problems. Develops objectives and tactical plans.				
Assists in recruiting, screening and interviewing applicants. Makes recommendations on hiring and terminations. Trains staff and counsels or disciplines as needed. Provides performance feedback and prepares documented appraisals.				
Develops and conducts training, and evaluates participant performance. Demonstrates techniques, equipment or procedures. Provides technical assistance for training purposes and for problem solving. Ensures that the training conforms to departmental standards.				
Plans, schedules, assigns and prioritizes staffing schedule. Ensures employees are adequately trained to promote continuity of operations during vacations and extended absences. Ensures timely completion of unit work. Investigates complaints about department service. Prepares comprehensive records and reports for assigned employees.				
Serves as an internal resource to units on security and/or safety policies and procedures, technology and equipment. Participates in policy and procedure development and implementation. Identifies and analyzes security-related problems and emergencies. Makes decisions regarding problems, issues and/or emergencies and is accountable for these decisions. Acts as an official representative of the university as required.				
Implements and enforces OSHA, CAL-OSHA, HIPAA, Joint Commission (TJC), Center of Medicare and Medicaid Services (CMS), the California Department of Public Health (CDPH) and/or hospital emergency codes to ensure the security, safety, and well-being of medical staff/employees, patients, visitors, and the premises. Maintains adherence to the university medical enterprise's policy and procedures relating to safety, health, and fire prevention.				

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: https://policy.usc.edu/mandated-reporters/
<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: 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.