



## Manager, Employment Screens and Compliance

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	117197
<i>Job Title:</i>	Manager, Employment Screens and Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Recruiting/Talent Acquisition
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	5 Manager

#### JOB SUMMARY

Oversees employment screening and compliance operations, managing teams and developing department plans and processes. Works broadly with talent acquisition, recruiters and hiring managers to ensure screenings are completed accurately, within compliance, and on time. Provides guidance regarding compliance and auditing of employment screening processes. Manages and regularly reevaluates external vendor relationships.

#### 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	Business Administration	Or
	X	Master's degree	Criminal Justice	Or
	X	Master's degree	Journalism	

##### 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		7 years		
	X	10 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		Seven years' experience in HR, talent acquisition, sourcing and recruiting, higher education or other related industries.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		One year of experience in a management role.
X		Demonstrated experience managing centralized background screenings or investigations for an organization and partnering with third parties to obtain information and records.
X		Experience overseeing drug and executive screening/reporting in relation to audit needs.
X		Experience reviewing new and existing screening procedures to ensure compliance with internal/external regulations.
X		Extensive experience leveraging data to develop reports.
X		Ability to apply best practices, applicable policies and federal, state and local employment laws and regulations.
X		Demonstrated experience with the protection of confidential or sensitive materials and data.
X		Excellent written and oral communication skills, including facilitation and/or public speaking.
X		Ability to build, develop and manage diverse, high performing teams, fostering an environment of trust, collaboration, transparency, and accountability.
X		Demonstrated ability to work independently with minimal supervision, deftly handle time-sensitive matters, meet strict deadlines, and maintain confidentiality.
X		Proficiency with Microsoft Office.
X		Demonstrated experience with HR applications (e.g., Applicant Tracking Systems, Workday HCM).
	X	Master's degree in business, criminal justice, journalism or other related fields.
	X	Ten or more years' experience in HR, talent acquisition, sourcing and recruiting, higher education or other related fields.
	X	Four or more years' experience in a management role.
	X	Knowledge of local regulations regarding employment screenings.
	X	Experience overseeing compliance and auditing procedures (including reporting) related to employment screening.
	X	Demonstrated ability to discern hiring needs and strategies.

## 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 daily employment screening and compliance operations. Manages screening and compliance teams. Develops and implements screening plans and processes, including related compliance and audits. Monitors progress and communicates best practices to ensure timely hires and reach goals. Recommends long-term strategies to improve and diversify the university's overall talent pool. Provides clarity or direction regarding scope, expectations, prioritization and other factors that influence goals. Promotes contributions toward immediate and long-term goals.				
Determines screening requirements for each employee type according to university hiring standards and state/federal regulations. Collects and processes fingerprints, when required, in partnership with the Department of Public Safety. Establishes, administers, and creates standard operating procedures for a licensed custodian of record program, in collaboration with compliance offices. Collaborates with third party organizations, external agencies and vendors to obtain information and records.				
Ensures screening team relies on verified information and that all data entry performed is accurate. Conducts frequent reviews and evaluations of employment screening sources, policies, and procedures to ensure compliance and maintain data accuracy and quality. Supports university quality assurance and reporting.				
Collaborates with leaders across the university to develop employment screening plans, goals, and metrics. Partners with recruiters to understand current and future hiring needs; prepares screening knowledge and strategies accordingly. Manages long-term candidate networking and external vendor relationships to maintain compliance. Balances internal collaboration and external outreach for sustained productivity and growth. Learns university systems and workplace culture to collaborate effectively with stakeholders and clients.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Regularly reviews processes and feedback. Implements updates and changes, as necessary, to ensure compliance and excellent candidate experiences throughout screening lifecycle. Ensures accurate, fair and respectful screening process is applied to all candidates. Demonstrates politeness and professionalism in communications to potential applicants and candidates. Identifies opportunities for policies, procedures, and alignment with organizational values.				
Maintains attentive and responsive lines of communication with team and relevant stakeholders. Evaluates staff and establishes key performance indicators to ensure best-in-class talent management operations. Maintains currency of regulatory, legal and policy changes that may affect department policies, strategies and goals. Continuously identifies improvement opportunities, communicating the importance of customer service.				
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

<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.