



USC University of
Southern California

Privacy Specialist Job Description

JOB INFORMATION

<i>Job Code:</i>	133516
<i>Job Title:</i>	Privacy Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Supports the design, development, implementation, and maintenance of a comprehensive university and the medical enterprise privacy compliance program, in accordance with all applicable state, federal, and international laws and regulations. Identifies and analyses privacy risks and issues, and assists in the development of a risk management framework. Supports the development and implementation of an ongoing privacy compliance monitoring framework, and assists in the evaluation and revision of existing privacy policies and procedures. Develops and conducts privacy compliance training and awareness activities for stakeholders, and assists in the response, investigation, management, and mitigation of privacy incidents, complaints, and breaches. Responds to inquiries related to privacy compliance, and provides consultative guidance to stakeholders regarding university privacy and confidentiality issues.

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.

X 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		5 years		
	X	7 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		Privacy consulting experience.
X		Demonstrated ability to implement and manage compliance programs in complex organizations.
X		Demonstrated ability to solve complex problems in creative, efficient, and cost effective ways.
X		An ability to develop professional presentations, reports, and business correspondence.
X		Thorough knowledge of state, federal, and international laws and regulations pertaining to privacy compliance, as well as their impact on the administration of an effective data privacy compliance program.
X		Strong interpersonal skills and ability to deal effectively with diverse personalities and skill sets.
X		Demonstrated proficiency with the Microsoft suite of software, electronic mail, internet research, and presentation software.
X		Able to effectively and discreetly interact with stakeholders in resolving privacy complaints.
X		Excellent oral, written, and presentation skills.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists in designing, developing, implementing, and maintaining a comprehensive university and the medical enterprise privacy compliance program, in accordance with all applicable state, federal, and international laws and regulations. Identifies and analyses privacy risks and issues, and assists in the development and implementation of a risk management framework. Assists in the preparation and completion of reports and presentations as required. Maintains current knowledge of all applicable federal, state, and international privacy laws and regulations, and serves as a privacy compliance subject matter expert (SME).				
Assists in the development and implementation of an ongoing, university-wide privacy compliance monitoring framework. Assists in the evaluation and revision of existing university privacy compliance policies and procedures. Assists in the development and implementation of proactive compliance monitoring strategies.				
Assists with the communication, dissemination, promotion, interpretation, and application of university privacy compliance policies and procedures across the university. Develops and conducts privacy compliance training and awareness activities for stakeholders.				
Assists in responding to, investigating, managing, and mitigating privacy incidents, complaints, and breaches. Collaborates with relevant stakeholders to ensure the initiation and completion of documentation and reports regarding incidents, complaints, and breaches, as required by all applicable privacy laws and regulations.				
Responds to inquires related to university and the medical enterprise privacy compliance, and provides consultative guidance to stakeholders regarding university privacy and confidentiality issues. Collaborates to ensure privacy requirements are considered during the design phase of new technology, promotional, and service initiatives. Serves as a member of the compliance committee and provides internal and external communications expertise for ongoing privacy efforts.				

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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		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/			No

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.