



Program Manager, Ethics and Compliance

Job Description

JOB INFORMATION

<i>Job Code:</i>	133534
<i>Job Title:</i>	Program Manager, Ethics and Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead one or more employees performing similar work.
<i>Job Family:</i>	Conduct and Ethics
<i>Job Family Group:</i>	USC Job Families
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Develops, implements, and manages a comprehensive number of university projects and strategies regarding culture, ethics and compliance efforts. Creates and oversees the execution of plans covering culture programs and initiatives, compliance programs, training, and development/distribution of ethics codes. Creates detailed schedules, identifies success factors, and reports on project progress, problems and solutions. Improves engagement between senior leadership and the teams tasked with the execution of core projects, ensuring alignment regarding the promotion and dissemination of ethics and compliance activities.

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		5 years	
	X	7 years	

Additional Work Experience

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

X	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 higher education, health care, research-based non-profits, government contracting, or a related field.
X		Demonstrated ability to track, manage and handle significant volumes of matters involving different issues with keen attention to detail.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of risk management and liability issues affecting higher education.
X		Experience applying policies and procedures, writing legal and technical documents, and at assembling, organizing, and conceptualizing numerical data in spreadsheets, databases, reports, and presentations.
X		Lead/guidance skills, with the ability to manage and prioritize different tasks and projects.
X		Deft interpersonal skills for communicating with all levels of staff and diverse individuals and groups.
X		Excellent problem-solving skills with demonstrated ability addressing difficult and complex issues, and diffusing high-tension situations.
X		Knowledge of human resources processes, with experience in mediation, negotiation, staff development, and teaching/training staff.
	X	Experience in consulting and/or with the Big Four firms (i.e., Deloitte, Ernst and Young, PricewaterhouseCoopers, and KPMG).
	X	Familiarity with academic medical center environments.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Project Management Professional (PMP) certification
	X		Lean Six-Sigma certification.

Other Job Factors

- May require travel and working evenings and/or weekends, based on business necessity.
- 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
Manages a comprehensive number of university projects regarding culture, ethics, and compliance efforts. Directs unit long and short-term strategic planning, operations, workforce planning, budget administration, space allocation and design, workflow, and operational philosophy. Develops and designs feasibility studies that support achievement of project goals and objectives. Works with core teams to define necessary scope, resources, time, and financial commitment for projects. Develops tools to monitor and report on project progress, risks, and mitigation.				
Develops and oversees detailed project plans covering culture programs and initiatives, compliance programs, training, and development/distribution of ethics codes. Assesses and advises ethics and compliance efforts annually, addressing the adequacy and effectiveness of their related systems, policies, controls and processes across the university. Creates detailed schedules, including measurable milestones and success factors, and explicitly communicates with relevant parties reports on project progress, problems and solutions.				
Collaborates closely with high-level stakeholders to review and interpret complex regulations, implement strategy, and for confidential Compliance remediation initiatives. Improves engagement between senior leadership and the teams tasked with the execution of core projects, ensuring alignment regarding the promotion and dissemination of ethics and compliance activities.				
Participates in facilitation of annual planning meetings in the Ethics and Compliance Organization and for supporting teams such as the Working Group on Culture and the Ethics and Compliance Committee. Serves on committees and/or task forces to coordinate unit activities and facilitate goals and initiatives.				
Establishes and maintains long-term relationships across the university system, becoming a trusted partner and resource, and partnering to implement ethics, compliance, and risk training and outreach. 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: 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.