



USC University of
Southern California

Recruiting Compliance Analyst Job Description

JOB INFORMATION

<i>Job Code:</i>	117173
<i>Job Title:</i>	Recruiting Compliance Analyst
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Recruiting/Talent Acquisition
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Monitors and analyzes talent acquisition data to ensure hiring processes are compliant with employment laws and regulations for all requisitions. Collaborates with recruiting teams to collect, compile, and analyze talent acquisition data to make recommendations on adjusting processes and/or flagging potential legal/compliance issues. Advocates for a transparent and inclusive candidate pool.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	in human resources
	X	5 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		Experience gathering data, creating analyses and reports, identifying patterns, and translating meanings.
X		Demonstrated organizational skills and ability to think strategically and creatively.
X		Ability to provide support and guidance as needed on projects.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent written and oral communications skills, with precise attention to detail.
X		Ability to exercise discretion with confidential information.
X		Proficiency with Microsoft Office.
	X	Experience in higher education and data analytics.
	X	Knowledge of local, state, and federal laws involving employment, HR, and HR policies.
	X	Proven ability to formulate documentation related to compliance policies and procedures.
	X	Proven ability to work independently and proactively, using sound judgment in making decisions with minimal supervision.
	X	Ability to support concurrent projects, prioritize competing assignments, and work under pressure with tight deadlines and frequent interruptions. Experience providing proactive approaches for solutions.
	X	Experience presenting findings after analyzing data.
	X	Excellent interpersonal skills, emotional intelligence and relationship-building abilities.
	X	Experience working with HR software (e.g., Workday HCM, Applicant Tracking Systems).
	X	Experience providing proactive approaches for solutions.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supports talent acquisition by collecting and analyzing candidate data to ensure all recruiting processes are compliant with standards and policies. Produces timely and accurate reports, ensuring leadership is informed and updated with data-driven information and accurate work outputs.				
Collects feedback from leadership and relevant stakeholders to continuously improve recruiting compliance processes. Partners with hiring managers to understand current and future hiring needs based on existing talent acquisition data. Drives communication based on analysis and expertise.				
Ensures all data collected and entered is accurate and verified information. Identifies opportunities to improve talent acquisition compliance. Maintains currency with the latest regulatory, legal, and policy changes. Adapts programs, projects, activities, and behaviors in response to feedback and data.				
Demonstrates, through words, actions, and ideas, alignment to the university's strategic plan and the HR organization's strategic plan. Maintains responsive lines of communication with talent acquisition teams. Escalates roadblocks or issues to appropriate stakeholders.				
Recommends long-term strategies to improve and diversify the university's overall talent pool. 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

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/	

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.