



# Senior Threat Assessment Officer

## Job Description

### JOB INFORMATION

Job Code:	119124
Job Title:	Senior Threat Assessment Officer
FLSA Status:	Exempt
Supervisory:	May supervise staff, student, temporary or resource workers.
Job Family:	Safety/Risk Management
Job Family Group:	Environmental Health and Safety
Management Level:	7 Individual Contributor

### JOB SUMMARY

Responsible for developing, implementing and evaluating programs for the mitigation of violence risk across campuses in the university. Serves as a Subject Matter Expert (SME) regarding assessment of violence risk, developing and conducting training programs, Cal-OSHA compliance and case mitigation management. Leads and represents the Threat Team in the absence of senior leadership.

### JOB QUALIFICATIONS:

#### Education

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

#### Additional Education

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

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	threat assessment and management

#### 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		Experience working with a diverse population.
X		Excellent problem-solving skills, written and oral communication skills, and listening skills.
X		Proven interpersonal skills, with the ability to develop good stakeholder relationships and work effectively with students, faculty, staff, administrators, law enforcement, patients, and physicians.
X		Demonstrated organizational skills and the ability to undertake multiple tasks simultaneously.

**Knowledge, Skills and Abilities**

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		High standards of professionalism and confidentiality.
	X	Professional experience in higher education or a university setting.
	X	Working experience with law enforcement.

**Other Job Factors**

- Must be able to report for work in cases of emergencies at any time of day, on weekends and/or holidays.

**JOB ACCOUNTABILITIES**

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Determines the existence of threats of violence towards members of the university community, whether on campus or off, by conducting appropriate risk assessments. Conducts interviews, investigates through social media, and partners with campus and local law enforcement for additional data such as weapons registration and past concerning issues and/or behavior(s). Identifies threats and develops and implements procedures for response management and coordination.				
Serves as a Subject Matter Expert (SME). Provides consultation, advice and information to university-wide stakeholders in matters of threat assessment and preparation. Serves on internal and external committees, boards and task forces, as necessary and advisable, to represent the university community’s best interests.				
Manages the Threat Management Team, in the absence of leadership. Participates on Threat Management Team and performs appropriate duties including regular meetings, ad-hoc assessments and team trainings, and management of cases involving violence risk. Guides case discussions and coordinates response, as necessary.				
Establishes and implements team standards, processes, procedures, and policies of threat administration. Evaluates and updates the mitigation of violence programs to department, school and/or University policies and procedures. Communicates or documents changes in a timely manner. Creates and maintains records of threat management processes, meetings, discussions, deliberations and case outcomes.				
Partners with campus departments and offices on threat response efforts and education. Conducts debriefing sessions with involved staff upon completion of threat events to gather accurate and relevant information. Solicits suggestions and input for improvements. Compiles information for analysis and incident reports while managing sensitive and/or confidential information.				
Prepares and updates threat assessment information materials for the campus community. Prepares and updates campus threat protocols.				
Maintains awareness and knowledge of current changes within legal, regulatory and technology environments. Keeps current on developments in the field of threat management, threat trends in higher education, and legal issues pertaining to higher education law, including FERPA and HIPAA restrictions. Keeps the Threat Team informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts.				

**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

<b>Other Requirements</b>			
<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: <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.