



## Strategic Business and Planning Officer

### Job Description

#### JOB INFORMATION

|                          |   |
|--------------------------|---|
| <i>Job Code:</i>         | 134149  |
| <i>Job Title:</i>        | Strategic Business and Planning Officer                     |
| <i>FLSA Status:</i>      | Exempt  |
| <i>Supervisory:</i>      | Manages through multiple layers of subordinate supervisors. |
| <i>Job Family:</i>       | Administrator   |
| <i>Job Family Group:</i> | Administration  |
| <i>Management Level:</i> | 4 Administrator   |

#### JOB SUMMARY

Develops and directs the implementation of comprehensive strategies to maximize unit's revenue and to foster the development of new and existing business, research, educational, outreach, and clinical initiatives. Conducts analysis, with recommendations, of both short and long range business opportunities in support of the revenue and strategic objectives of the unit and the University. Collaborates closely with both internal and external partners on strategy implementation processes. Recruits, screens, hires, trains and directly supervises all assigned subordinate staff, and maintains a departmental culture that encourages professional opportunity and growth.

#### JOB QUALIFICATIONS:

##### Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i>     | <i>Field of Study</i>   |    |
|------------|-------------|-------------------|-------------------------|----|
| X          |             | Bachelor's degree |                         | Or |
| X          |             | Bachelor's degree | Business Administration | Or |
| X          |             | Bachelor's degree | Accounting              |    |
|            | X           | Master'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          |             | 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

| Req | Pref | Functional Skills  |
|-----|------|--|
| X   |      | Management experience in a large, multi-faceted school, corporate or hospital environment.                   |
| X   |      | Thorough knowledge of management principles, budgeting, finance, accounting and applicable laws/regulations. |

## Other Job Factors

## JOB ACCOUNTABILITIES

|  | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Develops and directs the implementation of comprehensive strategies to maximize unit's revenue and to foster the development of new and existing business, research, educational, outreach, and clinical initiatives. Creates and maintains communication techniques and processes to provide accurate and timely information to all relevant, affected, and interested parties. Works to align the strategies of the unit with those of the organization and other involved programs, seeking to maximize effectiveness through collaboration. Demonstrates use of, and maintains expectations for the highest standards of professional behavior and customer service. |        |           |          |     |
| Provides analysis and recommendations for financial growth of the unit's account. Collaborates closely with key departmental and University funding bodies and corporate partners to achieve financial objectives. In conjunction with senior leadership, prepares strategic recommendations and analysis to University administration that will attract new partnerships, promote innovative programs, and provide support for existing programmatic longevity. Regularly prepares and presents business analysis and reviews to senior management.   |        |           |          |     |
| Conducts analysis, with recommendations, of both short and long range business opportunities in support of the revenue and strategic objectives of the unit and the University. Oversees and co-ordinates the implementation of departmental business activity to include process, communication, reporting and revenue cycle improvement. Works closely with marketing and communications personnel to develop new business opportunities for the unit.   |        |           |          |     |
| Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Establishes staff performance objectives, provides guidance and feedback, and prepares evaluations of performance. Conducts workforce analysis and works with department faculty and University leadership to make staffing and compensation recommendations in alignment with departmental goals and objectives.   |        |           |          |     |
| Collaborates closely with both internal and external partners on strategy implementation processes. Monitors processes throughout all phases of implementation, using agreed upon metrics, to ensure alignment goals and maximize success.   |        |           |          |     |
| Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences; makes formal presentations.  |        |           |          |     |

## 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: <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> | 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.