



## Information Security Risk Performance Manager Job Description

### JOB INFORMATION

<i>Job Code:</i>	166102
<i>Job Title:</i>	Information Security Risk Performance Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	IT Security
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Responsible for assessing and managing whether the university is operating within an approved security risk posture. Provides key metrics tracking risk levels and manages compliance expectations. Oversees third-party security audits and local/enterprise tracking of security controls.

### 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	Information Science	Or
	X	Bachelor's degree	Computer Science	Or
	X	Bachelor's degree	in related field(s)	

#### 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	information security	Or
X		5 years	risk management	
	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		Demonstrated understanding of information security across all security domains and the relationship between threats, vulnerabilities, and information value in the context of risk management.
X		Experience with legal and regulatory requirements and industry security frameworks.
X		Demonstrated understanding of processes, internal control risk management, information security controls, and how they interact together.
X		Experience performing information security risk assessments and risk analysis.
X		Demonstrated strong understanding of regulatory requirements (e.g., GLBA, PCI, FERPA, HIPAA).
X		Ability to communicate and present security risk concisely and effectively in relation to enterprise risk based on the appropriate level of management and stakeholder groups.
X		Demonstrated leadership and problem-solving skills.
X		Ability to work closely with business leaders in a high pressure, fastpaced, highly collaborative environment with multiple deadlines and competing priorities.
X		Ability to understand data analytics and dashboarding.
	X	Extensive experience in information security, risk governance, and risk management within large enterprises and/or complex entities.
	X	Demonstrated data analytics and risk-processing skills.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Serves as a subject matter expert on organizational strategy for the university's overall information security risk posture and appetite. Develops, operates, and manages comprehensive strategies and programs prioritizing and mitigating business risk. Creates and maintains agreed-upon risk appetite and key risk indicators in line with frameworks.				
Ensures performance of information security controls through assessment, remediation and escalation. Manages overall validation of adherence to policies and standards through control evaluation. Ensures alignment to regulatory, statutory, and industry requirements, as well as university policies and data classification. Independently recommends programmatic directions for cyber security risk investigations and analyses.				
Manages processes to ensure risk implications are understood, accepted appropriately, and tracked and reported throughout their lifecycle. Defines and manages KPIs to assure effectiveness and compliance across information security processes and process owners. Partners with others to ensure reporting provided to manage risk through established governance.				
Engages and partners with local/enterprise entities preparing for and participating in internal/external compliance audits (e.g., HIPAA). Defines and partners with relevant stakeholders for annual risk assessment plans. Obtains needed signoffs, and reports key performance indicators (KPIs), associated budget and resource impacts.				
Maintains currency with changes in laws, regulations, and technologies which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Maintains continuity of any required or desirable certifications, if applicable.				
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. Establishes and maintains appropriate network of professional contacts. Participates in professional organizations (e.g., attends meetings, seminars, and conferences). Reads pertinent publications.				

## 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		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 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>			

## 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.