



USC University of
Southern California

Chief Counsel, Health Affairs Job Description

JOB INFORMATION

Job Code:	199177
Job Title:	Chief Counsel, Health Affairs
FLSA Status:	Exempt
Supervisory:	
Job Family:	Senior Management
Job Family Group:	Administration
Management Level:	3 Executive

JOB SUMMARY

The Chief Counsel for Health Affairs is a key leader within the university's Office of General Counsel and serves as chief advisor to the health system president, board and general counsel on strategic growth initiatives such as mergers, development of physician networks, and joint ventures. This position works through a variety of internal/external partnerships to ensure the university's health care operations are safe, ethical, and compliant. The Chief Counsel for Health Affairs leads the development and innovation of the university's health care operations, solving complex issues that have direct impacts on the lives of patients and their families.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	in related field(s)
	X	Juris Doctor (JD)	

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

Req	Pref	Work Experience	Experience Level
X		10 years	of experience practicing law
X		7 years	of experience managing legal affairs health systems/organizations.
	X	10 years	of experience managing legal affairs in an academic health care organization.

Additional Work Experience

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

<input type="checkbox"/>	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 healthcare law, mergers and acquisitions, academic research, compliance, medical malpractice, healthcare regulatory affairs, and/or governmental relations.
X		Demonstrated experience managing attorneys, paralegals and staff, driving strategic initiatives and balancing workloads and priorities.
X		Exceptional interpersonal skills and demonstrated emotional intelligence, able to work effectively with senior executives and other stakeholders at varied professional levels in highly complex organizations.
X		Demonstrated leadership experience and exceptional oral and written communication skills.
X		Exceptional analytical skills for solving complex legal and business issues.
	X	Experience in information technology, government and/or pharmaceutical environments.
	X	Extensive experience with legal matters relevant to nonprofit higher education organizations (e.g., Clery Act, privacy and data protection, real estate law).

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Valid license to practice law in California and good standing with the California State Bar Association.

Other Job Factors

- Juris doctorate from an accredited law school.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Serves as a strategic advisor and counselor to the health system president, board, general counsel and other senior executives on strategic initiatives (e.g., mergers, physician networks, joint ventures). Leads the health system board and the development of new academic medical enterprise entities. Assists senior executives in sourcing and implementing business development initiatives.				
Supports corporate governance of the USC Health System Board and legal risk management practices. Oversees the development and maintenance of legal documentation (e.g., audit responses). Ensures regulatory compliance and conducts and/or assists with legal and educational training efforts.				
Oversees negotiations, drafting and reviews for contracts and strategic affiliations (e.g., mergers and acquisitions). Partners with the chief transformation officer in onboarding and monitoring new service lines/affiliation sites. Supports the innovation center identifying and implementing new technologies, digital health solutions and relevant policies (e.g., telemedicine).				
Manages the health system's legal team, as well as internal and external partnerships. Serves in a lead capacity on matters related to mergers and acquisitions, and strategic affiliations. Maintains currency with changes to relevant health affairs laws and regulations.				

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/	

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.