



Director, Talent Acquisition Compliance Job Description

JOB INFORMATION

<i>Job Code:</i>	133537
<i>Job Title:</i>	Director, Talent Acquisition Compliance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.; Supervises employees and/or student workers.
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Accountable for strategic direction, implementation, and management of varied talent acquisition compliance initiatives and strategies (e.g., employment screening, diversity recruitment strategy, vendor optimization, non-W2 workers, licenses and certifications compliance). Ensures adherence to all laws and administrative protocols. Forges partnerships with key stakeholders (e.g., Employee Relations, the Office of General Counsel, Department of Culture Ethics and Compliance, HR Client Services). Continuously monitors, assesses and mitigates risk. Fosters consistent and effective communication and training, drives compliance projects, institutes process improvements, and responds to after-hours emergency requests.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Human Resources	Or
X		Bachelor's degree	Law	Or
X		Bachelor's degree	Finance	Or
X		Bachelor's degree	in related field(s)	
	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		8 years	of experience in leadership roles related to compliance, HR and/or talent acquisition functions/projects.
X		4 years	of experience building, developing and managing high-performing teams.
	X	10 years	of experience in leadership roles related to compliance, HR and/or talent acquisition functions/projects.
	X	6 years	of experience leading compliance teams, managing staff and subject matter experts.

Work Experience

Req	Pref	Work Experience	Experience Level
	X	5 years	of recruitment experience.

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		Exceptional organizational, interpersonal and written/oral communication skills.
X		Proficiency with data privacy and other relevant HR/industry best practices, policies and legislation (e.g., Fair Chance Act).
X		Exceptional attention to detail.
X		Ability to develop analytics from multiple complex streams of data, assess risk, interpret trends, develop mitigation strategies, and drive continuous improvements.
X		Proven track record of working independently with minimal supervision, deftly handling time-sensitive matters, meeting strict deadlines, and accomplishing confidential tasks.
X		Ability to manage numerous highly confidential, complex, and politically sensitive matters.
X		Proficiency with numerous relevant HR applications and office management software/tools (e.g., Microsoft, Workday, Smartsheet).
	X	Demonstrated knowledge of risk management/liability issues in higher education and/or matrixed organizations.
	X	Experience managing vendor relationships and platforms (e.g., conducting RFIs and RFPs, automated decision-making tools).
	X	Demonstrated experience creating high-level dashboards, designing and delivering compliance training, and conducting and directly overseeing executive screening.
	X	Proven experience establishing, developing and/or enhancing compliance frameworks.
	X	Experience managing budgets, driving alignment, and using data and insights to inform strategies.
	X	Extensive knowledge and/or understanding of numerous cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).
	X	Multilingual communication skills, fluent in Spanish and/or other languages beyond English.

Other Job Factors

- May require work and travel on weekends, evenings, and/or holidays based on business necessity.
- This is a hybrid position, requiring work onsite a minimum of three days a week and as needed.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees implementation of standard operating procedures, key performance indicators, service-level agreements, and overall performance standards. Establishes program direction based on research and data-driven insights. Improves customer service and operations while mitigating risk. Actively participates in cross-functional initiatives as needed, ensuring the representation of all stakeholders and users for program success.				
Establishes and oversees enterprise-wide compliance policies to ensure compliance with all relevant local, state, and federal laws. Implements university-wide audits and analyses (e.g., SWOT/PESTEL) to identify non-compliance and legal risks. Evaluates effectiveness, creates reports and dashboards, and develops action plans. Maintains currency with changing legislation/regulations and emerging issues and trends, preparing and sharing communications accordingly.				
Directs training strategies for all department compliance programs, collaborating with relevant stakeholders to develop curriculum, assign accountability, track participation, and apply necessary tools and technology for risk mitigation. Identifies staff development opportunities and drives industry best practices.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs goals, expectations, and prioritization, fostering collaboration between workstreams.				
Drives change management and communication plans. Maintains proactive communication with all relevant stakeholders, gathering feedback and assessing resource needs and priorities. Leads project risk assessments, ensuring effective rollouts of new processes and systems.				
Directs daily departmental compliance operations and supports varied teams/functions (e.g., employment screening, licenses and certifications, non-W2 workers). Partners with fellow leaders and managers to mitigate risk. Oversees maintenance of tools, processes, policies and platforms (e.g., applicant tracking system, job posting sites, intranet).				
Fosters authentic collaboration among relevant stakeholders (e.g., recruiters, HREC, IT) to enhance customer satisfaction and align with university policies and standards. Balances compliance with customer service, continuously seeking process improvements for positive employee/candidate experiences. 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

<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.