UNIVERSITY OF SOUTHERN CALIFORNIA

Chief Threat Officer

Job Code: 119127

OT Eligible: No
Comp Approval: 5/31/2017

JOB SUMMARY:

This position is responsible for determining the existence of threats of violence towards members of the university community, whether on campus or off, coordinating university-wide threat management responses, and managing the operations of the Threat Management team. The Chief Threat Officer conducts periodic risk assessments of the university's facilities, documents any threats or vulnerabilities, and develops strategies to mitigate the identified risks. This position is a Subject Matter Expert (SME), providing information and consultation in matters of threat assessment and preparation. The Chief Threat Officer coordinates Threat Management team operations, prepares training materials and conducts training sessions, maintains records of threat management processes, and partners with campus departments and offices on threat response and education. This position serves on committees and task forces, representing the university community's best interests, while maintaining awareness and knowledge of current changes in the field.

JOB ACCOUNTABILITIES:

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Determine the existence of threats of violence towards members of the university community, whether on campus or off, by conducting appropriate risk assessment. 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. Works closely with law enforcement on criminal investigations and prosecutions, including testimony at criminal trials as necessary.

Conducts periodic risk assessments of the university's campuses, facilities and off-site event locations. Documents threats and vulnerabilities, determines the risks associated with them, evaluates the risk, and develops strategies to mitigate the identified risks. Makes recommendations for corrective action, as necessary.

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 or advisable, to represent the university community's best interests.

Coordinates the Threat Management Team operations including regular meetings, ad-hoc assessments and team trainings, and management of cases involving violence risk. Guides case discussions and coordinates response, as necessary.

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 personnel upon completion of threat events to gather accurate and relevant information. Solici[ts 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 which may affect operations. 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. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No
[ ] Yes 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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Master's degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

A minimum of three years of professional experience working in threat assessment and management. Experience working with a diverse population. Excellent problem-solving skills, written and oral communication skills, and listening skills. Proven interpersonal skills, with the ability to develop good stakeholder relationships and work effectively with students, faculty, staff, administrators and law enforcement. Demonstrated organizational skills and the ability to undertake multiple tasks simultaneously. Must be professional and a self-starter. Must have high standards of professionalism and confidentiality.

**Preferred Education:**

Master's degree

**Preferred Experience:**

7 years

**Preferred Field of Expertise:**
Working experience in higher education or a campus community. Working experience with law enforcement. Seven to ten years professional experience in a university setting.

**Skills: Administrative:**
- Coordinate events
- Customer service
- Establish records
- Gather data
- Input data
- Interpersonal skills

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Consulting
- Counseling
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public relations
- Scheduling
- Staff development
- Supervisory skills
- Teaching/training

**Skills: Machine/Equipment:**
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**
- May oversee staff, students, volunteers, agencies and/or resource employees.

**Comments:**
- Must be able to report for work in case of emergencies.
SIGNATURES:

Employee: _____________________________________ Date:_____________________________

Supervisor: ____________________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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