UNIVERSITY OF SOUTHERN CALIFORNIA
Contract and Compliance Admin (Decentrl)
Job Code: 133131

Grade: L
OT Eligible: No
Comp Approval: 7/18/2007

JOB SUMMARY:
Participates in the negotiation of contract terms with potential research sponsors, research partners, subcontractors, consultants, and vendors. Assists in developing and implementing a comprehensive compliance program for a large department or group of departments in areas as required by the University or outside entities. Conducts investigations of possible compliance violations in consultation with Office of Compliance and Office of Contracts and Grants. Develops and implements education and training programs and assists in conducting and monitoring quality assurance reviews to ensure compliance with federal, state, local and administrative requirements. Identifies and develops new and existing tools to ensure departmental compliance with University requirements.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Time Description</th>
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<tr>
<td>______</td>
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<td>Negotiates or participates in the negotiation of contract terms with potential research sponsors, research partners, subcontractors, consultants and vendors. Drafts any non-standard language required for review by the General Counsel's office (in coordination with Office of Contracts and Grants).</td>
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<td>______</td>
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<td>Assists in developing, implementing, and maintaining comprehensive compliance program(s) for a department or group of departments in areas such as research administration, export controls, and other compliance areas as determined by the University.</td>
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<td>Conducts reviews and investigations of potential compliance violations in consultation and coordination with the Office of Compliance and the Office of Contracts and Grants. Creates comprehensive written reports and makes recommendations for corrective action, as appropriate.</td>
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<td>Provides advice and guidance for department activities to ensure operations are maintained within University policies and procedures and federal, state, and local regulatory and statutory standards.</td>
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<td>Reviews departmental proposals for propriety and compliance with proposal guidelines.</td>
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<td>Analyzes and makes recommendations pertaining to the adequacy and effectiveness of the departments’ system of internal controls, compliance with laws and regulations, University policies and procedures, and/or the quality of operating performance, as appropriate.</td>
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<td>Develops, reviews and modifies departmental policies and procedures, as needed. Disseminates and interprets applicable laws, regulations, rules, policies and procedures, etc., as required.</td>
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<td>Participates in the development, modification, and maintenance of automated systems, processes, and/or procedures to facilitate departmental operations, with emphasis on contract terms and compliance issues. Identifies and develops new tools, as required, to ensure departmental compliance.</td>
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Maintains currency with, understands and ensures departmental compliance with all University policies and procedures and applicable state, federal and local laws, regulations and policies.

Develops, promotes, and maintains effective mechanisms by which individuals may report alleged violations of applicable laws, regulations, rules, policies and procedures, etc.

Coordinates research administration compliance program matters with Senior Business Officer, as well as with Office of Compliance, Audit Services, Office of Contracts and Grants, Financial Analysis, Sponsored Projects Accounting, Administrative Information Services, etc., as appropriate.

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:  

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:

7 Years

Minimum Field of Expertise:

Negotiations and drafting of contracts. Knowledge of applicable federal, state and local laws, regulations and policies. Strong interpersonal skills to deal effectively and tactfully with people at all levels of management. Demonstrated ability to communicate effectively, both verbally and in writing.

Preferred Education:

J.D.

Preferred Field of Expertise:

Juris Doctor and member of California Bar. Litigation experience and/or knowledge of University research administration and/or experience with implementing/maintaining compliance programs.

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Consulting
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Statistical analysis

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or casual workers.

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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