UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Research Administration Compliance

Job Code: 133511

Grade: M
Ot Eligible: No
Comp Approval: 5/1/2009

JOB SUMMARY:

Has responsibility for overseeing and directing an effective research administration compliance program, which includes, but is not limited to, research administration, export controls, scientific misconduct and integrity issues, and conflict of interest. Develops short and long-term strategies for research compliance initiatives. Conducts regular risk assessments, investigations and audits related to research compliance issues and implements corrective action. Provides technical expertise to university senior management, faculty and staff. Fosters within the university a culture that promotes integrity and ethical behavior in all research compliance matters. Ensures program fully addresses all elements of an effective compliance program and serves to promote compliance by employees with state, federal and administrative laws and regulations. Oversees research compliance committee. Reports to the Associate Senior Vice President, Compliance.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Designs, implements and maintains an effective research administration compliance program, including training/education, monitoring, auditing, investigations and corrective action, as appropriate. Develops short and long-term strategies for research compliance initiatives. Plans and develops program objectives. Coordinates closely with applicable senior management and administrators regarding research compliance efforts.

______ Develops, reviews, revises, communicates and implements appropriate university policies regarding research compliance. Interprets applicable laws, regulations, rules, policies and procedures.

______ Establishes, implements, modifies and revises research compliance standards, procedures and systems to improve workforce compliance.

______ Conducts regular risk assessments to identify potential areas of risk and to determine activities at greatest risk to ensure proper compliance. Conducts research through analytics of available data to identify risks. Conducts focused monitoring and quality assurance reviews to determine level of compliance. Makes recommendations to management, as appropriate or requested.

______ Conducts investigations and audits of potential research compliance violations and implements corrective action, as appropriate. Coordinates research compliance audit plan design and performance with Audit Services. Staffs and provides direction regarding scientific misconduct proceedings.

______ Collaborates in a proactive manner with other units in the University Office of Compliance, Office of General Counsel, Audit Services, Contracts and Grants, Risk Management and others regarding compliance risks, controls, and new developments in research related to compliance laws and regulations. Provides subject matter expertise and recommends appropriate responses/procedures related to the laws, regulations and issues.
Establishes education and communication research compliance programs. Makes presentations educating workforce and others on applicable laws and regulations related to the program and compliance risk areas. Updates grants management compliance education, as appropriate. Serves as a consultant to managers and supervisors regarding research compliance issues and as a resource for compliance training materials.

Creates periodic comprehensive compliance reports for management and appropriate individuals and departments as needed.

Participates and provides leadership in associations and committees both internal and external to the university. Oversees research compliance liaison committee. Provides guidance to IACUC, IRB, and IBC committees. Makes presentations, as needed. Represents university and/or office as assigned or appropriate.

Maintains currency with university policies, applicable state, federal and administrative laws, regulations and trends impacting research compliance.

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:**

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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:**

Bachelor’s degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

7 years

**Minimum Field of Expertise:**

Directly related professional experience dealing with research compliance and/or regulatory policies. Knowledge of applicable federal, state and local laws, regulations and policies related to research compliance. Demonstrated strong interpersonal skills to deal effective and tactfully with people at all levels of management. Demonstrated ability to communicate effectively, both verbally and in writing. Demonstrated strong planning and problem-solving skills.

**Preferred Education:**

J.D.

**Preferred Field of Expertise:**

Experience working in a university environment and/or knowledge of university research administration.

**Skills:** Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Interpretation of policies/analyses/trends/etc.
Interviewing
Leadership
Managerial skills
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Statistical analysis

Skills: Machine/Equipment:

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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