UNIVERSITY OF SOUTHERN CALIFORNIA

Deputy Chief

Job Code: 147039

Grade: M
OT Eligible: No
Comp Approval: 2/25/2016

JOB SUMMARY:
Manages one of the divisions of the Department of Public Safety. Provides administrative direction in the development, implementation and evaluation of law enforcement and public safety programs. Reports directly to the Chief, Department of Public Safety.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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<td>Manages and administers the functions of a division of the Department of Public Safety. Participates in short and long-term strategic planning. Formulates and coordinates the implementation of divisional goals and objectives. Evaluates the performance of subordinate units.</td>
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<td>Manages staff directly or indirectly. Determines staffing levels based on operation plans, objectives and schedules. Oversees hiring, ongoing training, performance management, counseling and disciplining for personnel.</td>
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<td>Plans, administers and coordinates the activities of the department work units.</td>
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<td>Provides technical advice and administrative direction in the development, implementation and evaluation of law enforcement and public safety programs and services.</td>
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<td>Analyzes external and internal developments affecting department operations. Recommends action to maintain currency with community needs. Acts as liaison with city, county, state and federal agencies. May represent the department to the news media as required.</td>
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<td>Participates in developing operational policies for the department. Interprets departmental policies and procedures for assigned division. Develops procedures necessary to implement relevant policies.</td>
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<td>Develops and administers the divisional budget. Authorizes expenditures. Identifies trends and patterns. Develops and prepares status reports on divisional activities.</td>
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<td>Develops and administers research projects. Performs analysis and makes recommendations accordingly. Conducts special studies as assigned by the Chief.</td>
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<td>Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety. Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY**

Essential:  

- 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:**

- High school or equivalent

**Minimum Experience:**

- 10 years

**Minimum Field of Expertise:**

- Experience in both administrative & technical fields as they relate to law enforcement & security operations. Knowledge of the principles & practices of community and/or problem-oriented policing.

**Preferred Education:**

- Bachelor's degree

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Organization
- Planning
- Problem identification and resolution
- Public relations
- Scheduling
- Statistical analysis
- Teaching/training

**Supervises: Level:**

- Manages through multiple layers of subordinate supervisors.

**Supervises: Nature of Work:**

- Service/Maintenance

**Comments:**

- This is an armed officer position.
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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