UNIVERSITY OF SOUTHERN CALIFORNIA

Athletic Compliance Investigator

Job Code: 133715

Grade: L
OT Eligible: No
Comp Approval: 3/19/2013

JOB SUMMARY:
Conducts comprehensive and in-depth investigations for the university regarding possible and/or alleged violations of NCAA and Pac-12 rules and regulations and for athletic compliance quality control purposes including documentation and reporting functions. Draws upon expertise and experience to determine appropriate avenues and methods to conduct an effective investigation. Creates and implements a comprehensive agent education program for athletic department staff and student-athletes. Investigates and reports on sports agents. Contributes technical expertise to university senior management, athletic department staff, coaches, etc. regarding athletic compliance issues. Trains, mentors and provides guidance and direction to athletic compliance officers regarding appropriate investigative techniques, processes, procedures, etc. Fosters within the university, athletic department and athletic compliance office a culture that promotes integrity and ethical behavior. Reports to the Vice President for Athletic Compliance through Associate Vice President for Athletic Compliance.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

Conducts comprehensive and in-depth investigations for the university regarding possible and/or alleged violations of NCAA and Pac-12 rules and regulations and for athletic compliance quality control purposes including documentation and reporting functions. Interviews appropriate and necessary parties who may provide insight to possible and/or alleged violations of NCAA and Pac-12 rules and regulations and/or controls, processes, procedures, etc. Makes recommendations regarding the possible establishment of internal policies, procedures and corrective actions regarding or impacting athletic compliance, as appropriate.

Performs independent analyses, evaluates findings, creates comprehensive written reports of investigative findings and provides same to senior department management. Documents all interviews and meetings held with the appropriate parties to complete the investigation. Provides statistical and trend analysis reports of athletic compliance investigative matters. Develops and maintains confidential case files.

Creates and implements a comprehensive agent program. Supports the activities of the Professional Sports Counseling Panel as requested by the Vice President for Athletic Compliance.

Serves as an expert on athletic compliance investigative matters. Provides leadership and guidance to athletic compliance department staff regarding investigative techniques, processes, policies and procedures, as requested or assigned. Collaborates in a proactive manner with the Vice President and Associate Vice President for Athletic Compliance regarding compliance controls,
risks, investigative techniques and procedures, and new developments in athletic compliance rules and regulations. Provides internal and external communications expertise for athletic compliance investigative matters and recommends responses/procedures related to rules and regulations. Serves as a key resource for questions regarding investigations of NCAA and Pac-12 rules and regulations.

Participates in short and long range planning for athletic compliance program. Integrates investigative plans with overall departmental strategies. Works closely with department management to plan and develop athletic compliance program objectives and content. Makes recommendations regarding Office of Athletic Compliance departmental operating and administrative policies and procedures, as needed.

Assesses existing utilization of investigatory methods, processes and procedures for adequacy and related internal policies related to NCAA and Pac-12 rules and regulations. Recommends enhancements or modifications, as required. Conducts investigations in accordance with any applicable NCAA and Pac-12 rules and regulations and applicable internal investigative policies and procedures and California law as they apply to the university and its various constituents in conjunction with conducting investigations.

Identifies training and/or education needs for the various compliance constituencies as reflected by identified issues, situations, possible or alleged violations or complaint trends. Conducts research, gathers data and/or information for athletic compliance reviews and/or special projects. Analyzes data and makes recommendations.

Analyzes and evaluates NCAA and Pac-12 changes to rules and regulations and determines impact to investigative processes, procedures, techniques, etc. and determines impact to athletic compliance program operations. Makes recommendations regarding need to revise investigative processes and procedures.

Develops, implements, modifies and maintains automated or manual systems and procedures to support investigative and departmental operations. Develops, implements and updates athletic compliance investigative policies, procedures and processes.

Manages coordination of responses to and resolutions of external investigations and audits by NCAA and/or Pac-12 regarding athletic compliance issues as directed or requested. Assists with athletic compliance enforcement.

Coordinates investigative matters related to athletic compliance audit plan and design with Audit Services, Office of the Senior Vice President for Administration, Office of General Counsel and the Vice President and Associate Vice President for Athletic Compliance and other Office of Athletic Compliance staff members.

Stays informed of developments in field. Reads pertinent literature. Represents the Office of Athletic Compliance to student-athletes, prospective student-athletes, parents, alumni, volunteers, community and other constituencies. Attends NCAA and Pac-12 conference events and other professional meetings. 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:

Bachelor’s degree

Minimum Experience:

7 years

Minimum Field of Expertise:

Experience in conducting investigations. Demonstrated strong interpersonal skills to deal effectively and tactfully with people at all levels. Demonstrated ability to communicate effectively, both verbally and in writing. Demonstrated strong planning and problem-solving skills.

Preferred Education:

Master’s degree

Preferred Field of Expertise:

Experience in conducting investigations related to NCAA and/or Pac-12 rules and regulations.

Skills: Other:

Analysis  
Assessment/evaluation  
Communication -- written and oral skills  
Conceptualization and design  
Conflict resolution  
Consulting  
Counseling  
Interpretation of policies/analyses/trends/etc.  
Interviewing  
Knowledge of applicable laws/policies/principles/etc.  
Organization  
Planning  
Problem identification and resolution
Project management
Research
Scheduling
Statistical analysis
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 student, temporary and/or resource 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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