

Information Security Compliance Officer Tompkins County

Department: Information and Technology Services Department

Classification: Competitive

Labor Grade: White Collar Grade 15

Approved: Leg. Res. 225 of 2014

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: No later than the final filing date announced, applicants must demonstrate -

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in a Science, Technology, Engineering and Mathematics (STEM), **AND** two years of full-time paid (or the equivalent part-time) experience in a technology setting managing the implementation of privacy and security compliance programs or health information technology; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree or higher in a STEM discipline **AND** four years of full-time paid (or the equivalent part-time) experience managing the implementation of privacy and security compliance programs or health information technology; **OR**
- (c) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in health administration, health management, industrial and labor relations, business management or a related field **AND** six years of experience using health information technology to manage protected health information; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b), or (c) above, as determined by the Commissioner of Personnel in consultation with the Director of Information Technology Services.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position will require a thorough knowledge of Federal and State regulations regarding the security and privacy of protected health information, and other County confidential data. An employee in this class will be responsible for assisting with the development of, and coordinating the County's ITS security policies and Federal mandated Health Insurance Portability and Accountability Act (HIPAA) policies. Areas of emphasis include programs within the Mental Health Department, Health Department, DSS Medicaid Unit and any other County Departments with whom protected health information is managed or shared. Additionally, this position provides assistance to other County departments and agencies defined as business associates such as County Administration, County Attorney, and Information Technology Services. This position also assists in the review of policies, procedures, and contract language for compliance with Federal and State regulations.

This position will provide project manager expertise and shall assist in strategically analyzing, assessing, selecting, and managing the implementation of, training for, and meaningful use of protected health and other software applications designed to manage County confidential information. This individual must be able to evaluate and recommend systems, policies and procedures that will protect County information at the point of creation, storage, reception and transmittal. The employee will serve as the Regional Health Administration Organization administrator for the County and will serve as project manager for interface builds. The employee may assist in negotiating contracts for related services or applications.

The employee exercises considerable autonomy and works under the general supervision of the Director or Deputy Director of Information Technology Services. Work may be performed in consultation with other department heads and inter-agency representatives. Supervision of others is not generally a function of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assist with developing policies and procedures required for HIPAA and information security related to County confidential data;
- Perform initial and annual HIPAA and other County confidential data risk analyses to determine areas of vulnerability, evaluating the risk to protected and confidential information and prioritizing remediation steps;

- Coordinate HIPAA and information security training;
- Provides oversight of the workforce education component of privacy and security policies and procedures;
- Evaluates the impact of changes in privacy and security regulations on the County's privacy and security or HIPAA risk management program, and recommends necessary modifications to ensure compliance;
- Act as consultant to County Departments, County Compliance Committee and the County Administration on Federal and State regulations regarding County confidential data and Protected Health Information Privacy and Security mandates;
- Develop, in collaboration with County Departments, County Compliance Committee and the County Administration, a business continuity and a contingency plan to ensure protection of all confidential data during and after an emergency or disruption of security procedures;
- Monitors information technology systems to ensure that protected health information and other confidential data is only accessible to appropriate individuals for appropriate reasons, will investigate any access irregularities, and notify supervisors/department heads regarding potential personnel issues;
- Acts as Health Information Technology Implementation and Meaningful Use Project Manager, and point of contact for vendors and other external organizations involved;
- Coordinates related Request for Proposal (RFP) processes, guides departments in selecting technology, and assists in the negotiation of related vendor contracts;
- Facilitates project team meetings, assigns responsibilities for project deliverables, and coordinates workflow analysis and re-design;
- Coordinates training on new applications;
- Coordinates related software interface builds;
- Serves as back-up to system administrator(s) for various software applications;
- Seeks out grant and incentive program money and provide that information to appropriate departments and agencies.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of all Federal and State regulations regarding privacy and security of protected health information and other County confidential data;
- Thorough knowledge of the breach notification regulations and assist County in reporting and managing any breach of protected health information;
- Thorough knowledge of meaningful use requirements;
- Thorough knowledge of how to conduct HIPAA risk analyses;
- High interpersonal and interviewing skills;
- Strong ability to work independently and autonomously;
- Strong organizational skills, including the ability to manage large projects;
- Strong communication skills;
- Strong ability to analyze and redesign workflows to support the implementation and meaningful use of health information and other County confidential data managed in software or technology systems;
- Good knowledge of how protected health information is created, stored, received, and transmitted;
- Good knowledge of current HL7 standards for Health Information Exchange;
- Ability to negotiate contracts and changes with vendors of health information and other technology applications;
- Ability to analyze and troubleshoot HL7 interfaces;
- Ability to articulate complex regulations both orally and in writing;
- Ability to understand encryption standards for computer, phone, and mobile devices;
- Ability to analyze and document the flow of private and protected health information;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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