

County of Marin

Compliance Analyst, Health & Human Resources (Department Analyst II)

San Rafael, CA

The Department has one (1) full-time position.

Summary

At the County of Marin, our employees overwhelmingly report feeling their work is meaningful, they like the work they do, and they are proud to tell people "I work for the County of Marin." Discover more about us, our values, and our organizational culture [here](#). Read on to find out more about this opportunity.

DEPARTMENT OF HEALTH & HUMAN SERVICES: At Health & Human Services, we serve our community through the values of support, unity, trust, and excellence with one common goal: to promote and protect the health, well-being, safety and self-sufficiency of all in Marin. Join our team of bright, committed, and energetic people who also want to make an impact through public service.

About the Position

The Compliance & Privacy Analyst (Department Analyst II) will assist in the administration of the Health and Human Services' comprehensive compliance and privacy assurance program. Under general direction of the Compliance Privacy and Security Officer, the Compliance & Privacy Analyst will help develop and implement necessary actions to ensure the achievement of the objectives of an effective compliance and privacy program. The Compliance & Privacy Analyst will:

- Assist in the implementation of compliance and privacy initiatives, serving as a resource and providing guidance on privacy compliance related matters, including uses and disclosures of protected health information and personally identifiable information;
- Research, analyze, and interpret laws, regulations, and contracts; develop, review, and update policies and procedures; conduct routine or focused reviews for adherence to Federal, State, and local regulatory and contractual requirements, as well as organizational needs;
- Coordinate activities related to the implementation of compliance and privacy mandates (i.e. Federal and State laws and regulations (e.g. HIPAA, CMIA, 42 CFR Part 2, CA Welfare and Institutions Code)) and contractual agreements (e.g. Medi-Cal Social Services and Mental Health Services), including privacy risk assessments, audits, and the preparation of reports / metrics / dashboards
- Develop, review, and monitor implementation of corrective action plans to reduce risks; assist in conducting risk assessments to identify potential areas of compliance vulnerability and areas at high risk of non-compliance;
- Coordinate and/or manage the response to, and investigation of, privacy and security incidents and breaches of protected information; provide guidance or technical assistance and follow-up on mitigation and corrective action activities.
- Collaborate with staff across the Department, including developing memorandums of agreement, contracts, memos, or to serve as a privacy and compliance advisor on the implementation of new projects or initiatives;
- Provide education and training, including the identification of areas of need, preparation of materials, and the implementation of awareness and campaigns.

About You

Our Highly Qualified Candidate:

The ideal candidate has experience as a healthcare privacy and / or compliance professional.

- Possesses knowledge of and proficiency in interpreting local, State, and Federal compliance and privacy laws and regulations (e.g., HIPAA, CMIA, CA Information Practices Act, 42 Part 2, CA Welfare and Institutions Code), and privacy & security industry standards (e.g. NIST Frameworks for Cybersecurity and Privacy, SOC 2 Trust Services Criteria).
- Hands-on implementation experience on:
 - statutory, regulatory, and contractual privacy-related requirements
 - risk assessments, privacy impact, and gap assessments
 - consent management
 - privacy and security incident response
 - third party risk assessments
- Knowledge on:
 - privacy controls development and monitoring
 - risks principles, data classification, business process management and, privacy requirements in technology.
- Understands the role of compliance and privacy in a public sector healthcare, integrated behavioral health, and/or human services organization.

Ideal candidate knowledge, skills, and abilities:

- excellent critical thinking / reasoning skills, organizational awareness
- strong analytical, research, and problem-solving skills
- excellent oral and written communication and presentation skills
- information security literate
- demonstrates time management skills
- resourceful and a self-starter who can carry out the role with minimum guidance
- able to self-assess knowledge gaps and request guidance or training in those areas
- demonstrated success in working collaboratively across functions and departments in a complex organizational environment and with external stakeholders and / or clients.

We recognize your time is valuable, so please do not apply if you do not have at least the following required Minimum Qualifications:

Equivalent to graduation from a four-year college or university with a major in business or public administration, public policy, political science, social services, health care administration or a field related to the work and two years of professional level experience performing administrative, legislative, operational and/or policy analysis; program or project design, planning and implementation; research analysis; strategic planning; or closely related work. Professional level experience performing administrative, analytical, fiscal, legislative, operational, policy, program planning or research work may be substituted for the required education on a year-for-year basis

You must possess or acquire within one year of initial hire or employment may be terminated, one of the following certifications: Healthcare Privacy Compliance (HCCA), Healthcare Privacy & Security (AHIMA), HIPAA Compliance Officer, Certified (AIHC), or Information Privacy Professional (IAPP).

TO APPLY TO THIS POSITION:

Online: <https://www.governmentjobs.com/careers/marincounty/jobs/3175560/compliance-privacy-analyst-health-human-services-department-analyst-ii?keywords=compliance%20and%20privacy&pagetype=jobOpportunitiesJobs>