



Compliance & Privacy Officer

San Rafael, CA

Full Time

JOB SUMMARY:

The County of Marin's Compliance and Privacy Officer (CPO) reports to the Chief Assistant Director of the Health and Human Services Department (HHS). The CPO leads a County-wide compliance and privacy program that follows the County's mission and vision and all relevant regulations and requirements. The CPO is the County's HIPAA Privacy Officer, as required by law. The CPO's main duties are developing and managing the compliance and audit plans, risk assessments and remediation plans, investigations and resolutions, and compliance and privacy related policies, procedures, education and training. The CPO also reviews County contracts for compliance issues and prepares reports and corrective action plans for various stakeholders. The CPO works with HHS leadership, staff, and other County departments to ensure access control, secure data sharing, disaster recovery, business continuity, incident response, and risk management for both HIPAA covered and non-covered entities. The Compliance and Privacy Officer takes an active role in performance management, coaching and staff/team development.

DUTIES:

The ideal candidate has compliance and privacy experience in public sector health care, integrated behavioral health, and human services organizations. They can work with stakeholders to design and implement a robust compliance and privacy program that enables data sharing for better service delivery. This role requires strong leadership, supervision, organization, communication and relationship-building skills. The ideal candidate can communicate complex technical information to different audiences and can handle multiple projects and meet tight deadlines. The ideal candidate must have a deep knowledge of Federal, State and County compliance and privacy regulations; experience training staff and developing organizational capacity to achieve compliance objectives; excellent critical thinking skills and sound judgment; and the ability to exercise discretion for sensitive matters and maintain the highest ethical standards.

QUALIFICATIONS:

Any combination of education, training and experience that would provide the required knowledge, skills and abilities. A typical way to qualify is graduation from a university or college with a Bachelor's degree in public health, social work, statistics, economics, business/public administration, or a related field, and four years of progressively responsible experience in administrative, professional, investigative, technical, or other responsible work directly related to the safeguarding, maintenance and processing of private and confidential health and/or social services information.

A Master's degree in public health, social work, business/public administration, or a related field may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES: Possession of a Healthcare Compliance Certificate issued by the Healthcare Compliance Certification Board within six months of hire date. Failure to obtain and maintain certification within the specified timelines, and/or loss of Board registration at any time, will result in termination of employment. Possession of one or more of the following certifications is highly desirable: Healthcare Privacy Compliance (HCCA), Healthcare Privacy & Security (AHIMA), HIPAA Compliance Officer, Certified (AIHC), or Certified Compliance & Ethics Professional (SCCE).

FOR MORE INFORMATION/TO APPLY:

Filing Deadline: January 2, 2024 at 4:00 PM PST.

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