

Government Information Specialist - Privacy Officer

Full Time

Salary \$86,962 - \$113,047 per year

Travel: 25% or less
Salt Lake City, UT

JOB SUMMARY:

The facility Privacy/FOIA Officer has oversight for the data governance program and initiatives in the VHA Medical Center or Healthcare System and its supporting catchment area. The position makes unique facility-level determinations about disclosures, issuance of denials, redactions, access, use and dissemination of federal agency records. The position formulates policy, ensures compliance with federal and state laws and conducts thorough research of federal implementing regulations.

DUTIES:

- Implements unique policies and procedures to manage agency information, providing assistance and services to the general public and an organization, agency or facility staff members;
- Supports developing a local level strategy for data governance, which includes leading from the executive office and creating a unique program that includes diverse processes and specific policies which are independent of other facilities;
- Monitors and covers all aspects of the collection, use, dissemination, disclosure and destruction of information within an organization, agency or facility;
- Develops and integrates policy based processes, roles and controls that influences how data is created, collected, used, stored and destroyed throughout the organization;
- Adjudicates complex privacy and FOIA decisions that affect employees, customers and commercial businesses in the absence of supervision;
- Performs in-depth legal research that pertains to both federal and state statutes to render expertise, provide solutions and facilitate corrective action;
- Safeguards information while supporting accountability and transparency initiatives;
- Analyzes all of the interrelated issues that affect the privacy/FOIA program and plans and conducts monitoring activities which measure the overall level of operational compliance by the facility;
- Teaches and trains employees on general data protection procedures and detailed service specific practices for daily operations and uses technology to provide required privacy/FOIA training and supplemental education;
- Performs assessment of privacy-related risks associated with business activities that involve processing of personal and sensitive data;
- Investigates non-compliance of privacy related issues at all levels of an organization, agency or facility and outside of these entities when information is involved;
- Strengthens and sustains the operational life cycle of the privacy/FOIA program by developing a communication strategy that fosters awareness for both internal and external partners to improve compliance, provide training and engage the public.
- Performs other related duties as assigned.

QUALIFICATIONS:

Time-In-Grade Requirement: Applicants who are current Federal employees and have held a GS grade any time in the past 52 weeks must also meet time-in-grade requirements by the closing date of this announcement. For a GS-12 position you must have served 52 weeks at the GS-11. The grade may have been in any occupation, but must have been held in the Federal service. An SF-50 that shows your time-in-grade eligibility must be submitted with your application materials. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate you possess one-year time-in-grade, as required by the announcement. In this instance, you must provide an additional SF-50 that clearly demonstrates one-year time-in-grade.

EDUCATION:

This job does not have an education qualification requirement.

FOR MORE INFORMATION/TO APPLY:

<https://www.usajobs.gov/job/779598600>