

PROPOSED

**Office of Statewide Health Planning and Development
Information Services Division
Enterprise Data Operations Branch
Duty Statement**

EMPLOYEE: Vacant
POSITION NUMBER: 441-175-1414-XXX
CLASSIFICATION: Information Technology Specialist II
WORKING TITLE: Privacy Officer
LOCATION: Sacramento

SECTION A: General Description: Under general direction of the Chief Data Officer (CDO), the Privacy Officer leads the Privacy Program for the Office of Statewide Health Planning and Development (OSHPD). The Privacy Officer is a privacy subject matter expert and is responsible for ensuring California Information Practices Act compliance, as well as compliance with other privacy laws and regulations. Incumbents typically work in the Information Security Engineering domain.

The Privacy Officer performs the following tasks:

- Designs, develops, and leads the Privacy Program.
- Advises senior leadership on privacy strategy and tactics.
- Identifies and develops appropriate policies to manage privacy risk.
- Develops, recommends, and coordinates privacy policy implementation, including procedures, practices, training, and guidelines to ensure the integrity, confidentiality, reliability, and appropriate use of OSHPD information assets.
- Assess, develop, implement and maintain a privacy training and awareness program, ensuring consistency with the organizations risk management strategies and priorities.
- Leads the privacy inventory, which identifies major records systems containing personal information (particularly SSNs), location(s), and selected privacy practices.
- Provides critical privacy and security guidance to support OSHPD programs, strategic goals, and business objectives.

Supervision Received: Under general direction, the incumbent reports to the Information Technology Manager I within the Enterprise and Data Operations Branch.

Supervision Exercised: This level does not supervise, but may lead. The Specialist II has defined responsibility and authority for decision making related to projects or in an advisory function.

Physical Demands: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties in this duty statement with or without reasonable accommodation.

Typical Working Conditions:

Requires:

- Frequent use of computing devices and telephones.

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- Frequent face-to-face contact with management, staff members, and consultants.
- Regular written and occasional face-to-face contact with other agencies and the public.
- Frequent verbal, written, and digital (e-mail) communication.
- Extensive review, analysis, and preparation of electronic and written documents.
- Assessment of practical demonstrations related to privacy, security, and technology.
- Mobility to various areas of the Department. Occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

SECTION B: Essential Functions:

40% Privacy Program Leadership

- Support privacy and security program oversight and policy management.
- Consult with CIO, CDO, and CISO regarding OSHPD privacy programs supporting business operations and align programs with organizational mission, goals, and objectives.
- Assist with developing data management and privacy policies incorporating applicable federal, state, local, and industry legal, statutory, and regulatory requirements.
- Oversee, direct, and ensure delivery of privacy training to all employees, students, and contractors.
- Initiate, facilitate, and promote activities fostering information privacy awareness.
- Serve as a member of OSHPD's Data and Analytic Governance Committee.
- Ensure OSHPD complies with California Information Practices Act provisions and any other privacy-related legal requirements including, but not limited, to Government Code § 11019.9 and State Administrative Manual 5310-5310.7.
- Consult on Security Incident Response and Technology Recovery plans.
- Perform research, recommend solutions, and create privacy proposals based on latest industry trends and standards.
- Work with all staff members involved with any aspect of protected health information release, including the review of non-public data requests.
- Maintain current applicable federal and state privacy law knowledge and monitor advancements in information privacy technologies.

20% Privacy Consulting

- Serve as the internal advisor and subject matter expert to the CIO and CISO to interpret privacy-related issues and questions; provide consultation on these topics as required.
- Support privacy planning processes to establish integrated and comprehensive privacy programs.
- Provide expert level technical knowledge and skills including guidance and mentorship to the ISD team and others involved in the privacy program.
- Ensure data security practices (e.g. logging, monitoring, and auditing practices) do not conflict with privacy requirements
- Advise ISO and technology teams to anticipate potential privacy problems embedded in the use of emerging technologies.

20% Compliance Monitoring and Audit

- Support efforts to internally assess, evaluate and make recommendations to senior management regarding the adequacy of the OSHPD privacy controls.

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- Review information security and privacy-related audit information and provide guidance and advocacy on audit responses.
- Collaborate with and assist business units and technology areas to develop corrective action plans for identified privacy compliance issues.
- Assist business units, management, and ISO with incident response when incidents involve personal information.

15% Privacy Impact Assessments

- Determine privacy-related requirements and potential vulnerabilities specific to OSHPD.
- Support the privacy impact assessment process with guidance and consultation in close collaboration with business stakeholders and the Information Security Office.
- Manage and review internal reports from business stakeholders to identify and resolve privacy issues across projects and programs.
- Support regular privacy policy compliance assessments to ensure compliance with OSHPD privacy policies.

SECTION C: Marginal Functions:

- 5% Perform other related duties as required.

SECTION D: Other Expectations:

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to following best practices and applying office-wide standards throughout the organization.
- Demonstrate the ability to establish and maintain priorities, successfully complete work assignments, and meet deadlines as required.
- Show initiative to make work improvements, identifying and correcting errors, and initiate work activities.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.
- Maintain good work habits and adhere to all OSHPD policies and procedures.
- Demonstrate a commitment to OSHPD’s mission, vision, and goals.
- Demonstrate a commitment to OSHPD’s Core Values.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position.

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date