



Duty Statement

Classification: **Information Technology Specialist I**

Position Number: **275-817-1402-010**

HCM#: **2145**

Branch/Section: **Information Security Office / Governance, Risk, & Compliance / Privacy, HIPAA, & Info Security Awareness**

Location: **Sacramento, CA**

Working Title: **Privacy and HIPAA Program Specialist**

Effective Date: **August 27, 2026**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ Yes ☒ No

Telework: ☒ Office-Centered ☐ Remote-Centered ☐ Not Eligible

The Information Security Office (ISOF) leads the organization's effort to safeguard data, Information Technology (IT) Systems, and business processes from cyber threats. ISOF's primary responsibilities include identification, elevation and tracking of cybersecurity risks; operating several critical common controls to protect and detect potential cybersecurity incidents; establishing security standards and guidelines to meet organization and regulatory requirements; providing consultation and cybersecurity awareness training.

Under the direction of the Information Technology Manager I, the IT Specialist I will play a vital and proactive role in implementing and facilitating ongoing compliance auditing, monitoring, and education activities as it relates to the CalPERS's HIPAA and Privacy program. This position holds the responsibility of providing support and guidance to ensure CalPERS maintains compliance with all Federal and State program rules, regulations, and administrative requirements. The IT Specialist I will possess an extensive understanding of both federal and state-level HIPAA and privacy regulations, enabling them to efficiently catalog and track changes to the regulatory environment and assess their impact on the business. Additionally, they will have a role in incident investigations, reviewing and correlating data from various systems to identify potential HIPAA and/or privacy issues. Collaborating closely with team members from ISOF, the IT Services Branch (ITSB), and other CalPERS program areas, the IT Specialist I will resolve HIPAA and privacy-related issues and uphold a strong culture of privacy compliance organization-wide.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

- 35% Onsite¹ and virtually, receives, triages, analyzes, investigates, prioritizes, and documents reports of HIPAA and Privacy compliance notifications, inquiries, events, data breaches, and incidents. Analyzes, investigates, resolves cases, and recommends resolution steps while providing technical guidance to peers as needed. Reviews incidents involving data breaches originating from state government systems, business partners, or CalPERS internal systems. Reports HIPAA and Privacy incidents to the California Department of Technology, Center for Data Insights and Innovation (CDII), and the US Office for Civil Rights (OCR), as required. Participates on incident response teams to investigate, track, and help resolve incidents that may involve HIPAA or privacy issues. Uses interviews, evidence collection, and regulatory research to investigate HIPAA and privacy incidents. Documents investigative actions and findings, remediation solutions, and draft notifications of breaches for review by the IT Manager I within required reporting deadlines. Develops and reports on metrics related to privacy and security compliance, and recommends improvements based on analysis.
- 25% Onsite and virtually, conducts privacy impact assessments (PIAs) to identify and evaluate potential privacy risks associated with projects, systems, and processes. Conducts HIPAA and privacy audits and risk assessments to evaluate compliance with HIPAA Security and Privacy rule compliance across the organization and identify areas for improvement. Prepares written reports of findings and recommendations for corrective action and monitors the completion of corrective action plans. Monitors and updates the CalPERS risk registry for HIPAA and Privacy compliance matters. Collaborates with cross-functional teams, such as the Legal Office, ITSB, and the Human Resources Division, to incorporate HIPAA and privacy considerations into system designs, data flows, and business processes. Engages with stakeholders for feedback in the development of controls implementation and monitoring guidance and preparation of related processes, plans, and procedures. Gathers and analyzes business and technical requirements for the implementation of privacy and security solutions. Analyzes business impact and exposure related to privacy and security risks and recommends mitigation strategies.
- 20% Onsite and virtually, assists in the development, implementation, and continuous improvement of the CalPERS HIPAA and Privacy Program, including policies, notices, consent forms, and data processing agreements in compliance with all relevant laws and regulations. Formulates and recommends policies and procedures to support privacy and information security compliance. Reviews and analyzes department-wide policies, procedures, and controls to ensure alignment with HIPAA and privacy laws, regulations, and best practices. Monitors and interprets privacy laws, regulations, and industry standards and communicates evolving HIPAA and privacy requirements to the organization.. Participates in IT projects and process

improvement initiatives to help integrate privacy and security requirements into new and existing systems. Develops and conducts privacy-related trainings, workshops and sessions (e.g. presentations, e-learning modules, and communication materials) to address specific HIPAA and privacy topics and provide guidance to employees. Monitors and evaluates HIPAA and privacy training and awareness programs and recommends improvements or updates as needed. Creates privacy-related processes and documentation for use by departments, ranging from best-practice guidance to detailed functional and technical requirements.. Collaborates with database administrators, network engineers, and server administrators to support secure system design and compliance requirements.

15% Onsite and virtually, assists in responding to privacy-related inquiries and requests from members, regulatory authorities, and business partners. Provides guidance and support to internal stakeholders on HIPAA and privacy-related matters, including but not limited to member rights, consent team leaders, and privacy impact mitigation. Supports the training and education of team members on HIPAA regulations, privacy practices, and data security measures. Assists in maintaining records and documentation related to HIPAA and Privacy compliance efforts. Reviews requests for access to electronic protected health information (ePHI) on CalPERS information technology systems and recommends approval or denial based on established criteria. Provides consultation and guidance to team members and stakeholders on privacy and HIPAA matters.

5% Onsite and virtually, participates in assigned work groups, meetings, and development activities to support program needs. Maintains current knowledge of emerging privacy trends, technologies, and best practices to recommend enhancements to HIPAA and privacy programs. Analyzes complex or novel privacy and security issues and develops recommended solutions. Performs other duties as assigned and appropriate for this classification.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Workstation is located in a standard multi-level office building accessible by stairs and elevator, with artificial light, height-adjustable desk, and adjustable office chair.
- Prolonged reading and typing on a laptop or keyboard and monitor.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:_____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature:_____ **Date:**