

**HIPAA ASSISTANT CHIEF PRIVACY OFFICER**

**Nature of Work:** Under administrative direction of the Health Insurance Portability and Accountability Act (HIPAA) Chief Privacy Officer (CPO), performs work at the advanced level by providing administrative and regulatory coordination of and complex technical assistance in directing the Executive Branch Privacy activities. Has primary responsibility for developing standards for compliance, monitoring and/or evaluation of Executive Branch Agency Privacy program operations, and development of periodic reporting. May consult on highly complex individual situations that potentially have significant impact on systems or involve sensitive legal issues. Has responsibility for development and issuance of Executive Branch privacy training programs to insure basic competency and continued development of skills, knowledge and abilities relevant to the areas of privacy for assigned responsibility. Uses independent judgement in determining action taken in both administrative and operational aspects of the area of assignment. Exercises considerable latitude in varying methods and procedures to achieve desired results. Performs related work as required.

**Examples of Work**

Assists CPO in leading the Executive Branch's HIPAA Privacy Program.

Assists CPO identifying, implementing, and maintaining Executive Branch HIPAA privacy policies and procedures through the department Privacy Officers.

Assists CPO in ensuring through the department Privacy Officers that all HIPAA privacy requirements are implemented, including: the use and disclosure of protected health information (PHI); the minimum necessary rule such that only the minimum amount of PHI necessary for the intended purpose is used or disclosed; workforce policies including sanctions; patient's rights; legal and organizational requirements including the privacy notice and authorization; and state law preemption analysis.

Conducts through the department Privacy Officers educational and training programs on HIPAA privacy for all members of the workforce, including material changes in law.

Reviews the department Privacy Officers' complaints and complaint process and recommends changes to CPO as needed.

Assists CPO in analyzing complaints in the aggregate across the Executive Branch and initiating Executive Branch-wide implementation of any necessary changes.

**HIPAA ASSISTANT CHIEF PRIVACY OFFICER (CONT'D)****Examples of Work (cont'd)**

- Develops an internal HIPAA privacy audit and monitoring program. Develops sampling and other techniques of evaluation. Assists CPO and department Privacy Officers in implementation of the audit program. Under general direction of the CPO, develops Executive Branch HIPAA privacy compliance reporting.
- Monitors and interprets federal and state privacy laws, regulations, court decisions and guidelines to assist CPO in ensuring Executive Branch privacy compliance; recommends to CPO changes to policies and procedures based upon changes in law.
- Provides administrative assistance in the coordination of Privacy and Security policies.
- Maintains databases of Privacy assessment information to be used in Privacy policy and procedure implementation.
- Provides administrative assistance to CPO in developing enterprise-wide work plans to monitor progress and ensure Executive Branch Privacy goals are met.

**Knowledge, Skills and Abilities**

- Knowledge of HIPAA.
  - Knowledge of auditing principles and practices.
  - Knowledge of the theories, principles, and techniques of the area of assignment.
- Knowledge of privacy laws, access and release of information.
- Knowledge of information technology issues.
- Skill in organizing, facilitating, communicating, and presenting.
- Skill in maintaining and developing databases of large information, such as Access.
  - Skill in the use of a personal computer especially in the area of spreadsheet applications, such as Excel.
- Ability to plan, direct, and assist in the coordination of the privacy program and the administrative activities of the unit.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with employees, other government officials, and the public.
- Ability to assign, direct and review the work of others.

HIPAA ASSISTANT CHIEF PRIVACY OFFICER (CONT'D)

**Minimum Qualifications**

**Training:** Bachelor's degree from an accredited college or university with a major in the area of assignment.

**Experience:** Four years of full-time or equivalent part-time paid professional experience in the area of assignment, two years of which must have been in a program administration capacity.

**Substitution:** Master's degree in public health administration, public administration, information technology, or in the area of assignment, and one year HIPAA program administration experience. **OR** Admission to practice law in the State of West Virginia and one year of HIPAA program administration experience.

**AREA OF ASSIGNMENT**

Policy

Legal

Regulatory Program

Privacy Program

Compliance Program

Auditing

Accounting

Corrections

Criminal Justice

Disability Evaluation Programs

Emergency Medical Services

Gerontology

Health

**HIPAA ASSISTANT CHIEF PRIVACY OFFICER (CONT'D)**

Health Facilities Licensure and Certification

Health Plan/Health Insurance Administration

Health Planning

Hospital or Other Health Care Administration

Health Promotion

Industrial Relations

Information Technology

Labor

Military Affairs

Rural Aging

Senior Program Administration

Social Services

Vocational Rehabilitation

Established: 05/27/04  
Revised: 10/20/04, 11/18/04  
Effective: 11/18/04