

SULLIVAN COUNTY PRIVACY AND COMPLIANCE OFFICER 141-H

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for oversight of Privacy Practices, including, but not limited to, HIPPA and Medical Compliance for the County. The work is performed under general direction of the Commissioner of Health and Family Services with wide latitude being given to perform duties and responsibilities.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops guidelines and assists in the identification, implementation and maintenance of medical information privacy policies, procedures and other compliance regulations for the County in coordination with the County Manager and legal counsel;

Assists in the establishment of a County-wide Privacy and Compliance Committee;

Leads the Privacy and Compliance Committee;

Performs periodic information privacy risk assessments and conducts related compliance monitoring activities of agencies and providers;

Collaborates with agency designated Privacy Officers;

Ensures and maintains appropriate privacy and confidentiality forms and records pursuant to federal, state and local policies;

Provides consultation, technical expertise and training, as necessary, for all designated county employees to ensure compliance with the County's privacy and compliance rules, regulations and issues;

Establishes a tracking/record keeping system to ensure compliance;

Oversees and investigates all complaints regarding the County's privacy and compliance policies and

procedures;

Assists with disciplinary actions against employees who violate established privacy and compliance policies and procedures;

Serves as a liaison between County agencies and the MIS department to ensure compliance with security and privacy policies and procedures;

Provides privacy and compliance information, as it relates to medical information, consultation to County departments and agencies;

Utilizes computer applications, such as spreadsheets, word processing, calendar, e-mail and database software, in performing work assignments;

Acts as the Compliance Officer for Sullivan County Public Health Nursing and the Sullivan County Adult Care Center and other County Departments directed by the Commissioner of the Division of Health and Family Services and the County Manager;

Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of procedures, policies and practices regarding federal and state privacy requirements and compliance issues; Comprehensive knowledge of community organizations; good knowledge of interviewing techniques to elicit information; working knowledge of research methods; ability to oversee, review and comprehend medical and other records; ability to interpret existing and proposed health and other programs as they affect County agencies; ability to develop and present relevant materials; ability to work cooperatively with others; ability to effectively use computer applications, such as spreadsheets, word processing, calendar, e-mail and

database software; ability to communicate effectively, both orally and in writing; tact; integrity; and discretion.

MINIMUM QUALIFICATIONS: Either:

- (A). Graduation from a regionally accredited or New York State registered college or university with a Master’s Degree or higher in Nursing, Public Administration, Social Work or a related field and one (1) year experience in the field of social services, public administration or health education relating to New York State regulations; or
- (B). Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree or higher in Nursing, Public Administration, Social Work or a related field and three (3) years of experience as described in (A) above;
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Part-time and/or volunteer experience in the appropriate field can be pro-rated towards meeting the full-time experience requirements.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in Draft Specs on 8/26/08
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Revised and replaced in Classplan on 12/9/08
Revised and placed in Classplan on 1/8/09
Revised and Replaced in Classplan: 3/30/2023