



**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Health Privacy and Security Officer**

*An Equal Opportunity Employer*

**SALARY**

\$46.67 - \$56.72 Hourly    \$3,746.38 - \$4,553.13 Biweekly    \$8,117.16 - \$9,865.12 Monthly  
\$97,405.89 - \$118,381.45 Annually

**OPENING DATE:** 01/24/18

**CLOSING DATE:** 02/07/18

**THE POSITION**

**The County of Sonoma Department of Health Services seeks highly qualified candidates for the position of Health Privacy and Security Officer**

**Come work at the County!**

We offer expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment that provides continuous training and education, and the satisfaction of knowing that you are working to better our communities. You can also look forward to some excellent benefits\*, including:

- A cash allowance of approximately \$600 per month
- An annual Staff Development/Wellness Benefit allowance up to \$1500
- Competitive vacation and sick leave accruals, and 11 holidays per year
- County paid premium contribution to several health plan options
- Defined benefit retirement plan fully integrated with Social Security
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits

\*Benefits described herein do not represent a contract and may be changed without notice.

**About the Position**

Reporting to the Director of Health Services, the Health Privacy and Security Officer is responsible for developing, implementing, and managing a County-wide privacy program. They ensure the confidentiality and integrity of protected health information and maintain the security of departmental health information.

This position acts as a liaison with the County Information Security Officer and Health Insurance Portability & Accountability Act (HIPAA) privacy representatives from other departments, and is primary point of contact with County Counsel on legal issues regarding the appropriate release of sensitive information. Specific duties include:

- Developing a departmental health information security program
- Developing, implementing, and updating county-wide procedures for access to or disclosure of protected health information
- Applying technical knowledge of applicable State and Federal privacy laws and regulations to department operations
- Managing privacy and security-related trainings
- Investigating and taking action on inquires or complaints concerning health information privacy and security violations
- Overseeing related audits, developing corrective action plans, and mitigating risk by identifying potential areas of vulnerability in business practices

The ideal candidate will possess:

- Comprehensive knowledge of Federal and State laws and regulations pertaining to health information privacy and release control
- An understanding of the operational characteristics of a County health department with the ability to effectively research, understand, interpret, and apply technical knowledge of privacy laws and regulations to health care operations
- Experience developing and conducting training programs
- Excellent supervisory, interpersonal, and communication skills
- Experience developing an auditing program and corrective action plans

The Civil Service title for this position is Health Care Compliance/Privacy and Security Officer.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of education, training, and experience which would likely provide for the possession of stated knowledge and abilities. Normally this would include, significant academic course work in business/public administration, health administration, systems analysis, finance, economics, or a closely related field, and three years of professional level experience in a health care setting that included significant responsibility in any of the following areas: regulatory compliance or privacy, quality assurance and control, legal analysis of health care administration, and/or fiscal operations; including at least one year of supervisory experience. A Bachelor's or Master's degree in any of the above fields is highly desired.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required, depending upon assignment, to perform the essential job functions of the position.

**Certificate:** The position designated as the Health Care Compliance Officer must possess or obtain within eighteen (18) months of appointment a healthcare compliance certificate from a certified association (e.g. Certified in Healthcare Compliance) and maintain certification while in the job classification. The position designated as the Privacy and Security Officer must possess or obtain within eighteen (18) months of appointment a health care privacy compliance certificate from a certified organization (e.g. Certified Information Privacy Professional, Certified in Healthcare Privacy and Security, Registered Health Information Administrator), and maintain certification while in the job classification.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** health care operations; federal and state laws and regulations pertaining to health care providers such as: Medicare and Medi-Cal, Sarbanes Oxley requirements; health information privacy laws, including those related to access, release of information, and release control technologies (Health Insurance Portability and Accountability Act of 1996 (as amended)); Office of Inspector General's compliance program, government compliance; regulatory audits; electronic security issues and technologies.

**Knowledge of:** principles and practices of general management and public administration, program management, and supervision; quality improvement principles; methods of legal and factual research; techniques of systems analysis; principles and practices of project planning, monitoring and evaluation; effective interviewing and investigation techniques; English grammar, usage, and syntax; computer software including word processing, spreadsheet and database programs; health care programs provided by the County.

**Ability to:** research, understand, interpret and apply health care rules, regulations, and ordinances and federal, state, and local legislation pertaining to health care and/or health information privacy; analyze problems and/or complex data, draw conclusions, explain implications, and make sound recommendations; plan, organize, and direct comprehensive programs including developing and implementing short and long-range project goals and objectives; plan organize, delegate, and prioritize work of self and others in order to meet deadlines; establish performance standards and evaluate performance; communicate effectively

both verbally and in writing including the ability to draft complex documents and reports; effectively explain rules, regulations, and procedures; gain cooperation and compliance from staff; represent the County in an effective and professional manner and establish and maintain effective working relationships with the public, other departments and agencies, boards and commissions, public officials, community groups and others contacted in the course of work; interview effectively; maintain confidentiality.

## **SELECTION PROCEDURE**

### **& SOME HELPFUL TIPS WHEN APPLYING**

Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process. You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately. Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

### **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening](#)

[Schedule](#) to determine the requirements for this position.

### **HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: TF  
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.yourpath2sonomacounty.org>  
OR  
575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/01-0848-O  
HEALTH PRIVACY AND SECURITY OFFICER  
TF

### **Health Privacy and Security Officer Supplemental Questionnaire**

- \* 1. Please describe your education, training, and experience in the areas of regulatory compliance or privacy, quality assurance and control, or legal analysis of health care administration and fiscal operations.
- \* 2. Please describe your supervisory, management, and/or leadership experience. Include details regarding the scope of duties performed (hiring, training, performance management, etc.), and the number and types of staff you were responsible for.
- \* 3. Please describe your experience developing, implementing, and updating privacy compliance related policies, procedures, and documents.
- \* 4. Please describe your experience developing privacy-related audit programs and corrective action plans.
- \* 5. Please describe a specific project where you applied your knowledge of privacy laws and regulations to solve a challenging issue in a manner that supported the objectives of your employer and was consistent with privacy laws.
- \* 6. Please describe your experience developing and conducting health privacy-related training programs. Detail the audience and the effectiveness of the training in improving compliance.
- \* 7. How did you first learn about this opportunity?
  - Association of Bay Area Governments (ABAG)

- California City News
- California Privacy, Security, and Compliance Officials Association
- California State Association of Counties (CSAC)
- CalJobs
- CHEAC
- College or University
- Craigslist Sacramento
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- La Voz
- Latino Service Providers
- Minority Organization or Group
- Monster
- Northern CA County Privacy, Security, and Compliance Officers Association
- Press Democrat
- [sonoma-county.org/www.yourpath2sonomacounty.org](http://sonoma-county.org/www.yourpath2sonomacounty.org)
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Veterans Services Office
- Women's Organization or Group
- Other Internet Site
- Other Publication

\* Required Question