

JOB OPENING - Share Group

Chief Privacy Officer, Health Care, Anytown, U.S.A

General Summary: The Chief Privacy Officer has responsibility for the creation, implementation and maintenance for our organization's privacy compliance-related activities. The Chief Privacy Office will be a member of the Senior Management Team and report directly to the Chief Executive Officer.

Position Description:

- ◆ Provides leadership to the Privacy Board/Committees, work groups and task forces charged with oversight for our organizations enterprise-wide privacy program. Develop appropriate sanctions for failure to comply with the corporate privacy policies and procedures.
- ◆ Implements and operates a comprehensive privacy program including drafting and evaluating all policies and procedures as needed.
- ◆ Develops and implements a corporate-wide Privacy Training Program – in conjunction with the Security Officer, Compliance Officer, and Human Resources. Collaborates with the Security Officer and Chief Information Officer on cyber privacy and security policies and procedures.
- ◆ Monitors systems development and operations for privacy compliance. Reports on a periodic basis on the status of the privacy program to the CEO and Board/Committees.
- ◆ Maintains compliance with federal and state laws related to privacy, security, confidentiality and protection of information resources while maintaining efficient, effective and cost-sensitive operations in a manner consistent with the corporate mission. Liaison to regulatory and oversight/accrediting bodies.
- ◆ Provides strategic guidance to corporate officers regarding information resources and technology.
- ◆ Handles the acquisition, management, use and disclosure of protected information. Processes individual requests for Restriction of Use and Disclosure of Protected Information.
- ◆ Coordinates the development of privacy risk assessment and develop all necessary corrective action.
- ◆ Periodically revises the privacy program in light of changes in laws, regulatory or company policy.

Must Have:

- ◆ Familiarity of the legal requirements relating to privacy.
- ◆ An understanding of the operating environment of our organization.
- ◆ The ability to communicate effectively with and coordinate the efforts of technology and non-technology personnel.

- ◆ Bachelor's degree (B.A./B.S.) or equivalent from four-year college or university required. Graduate degree (J.D./M.B.A) preferred. Experience in industry/compliance is a plus.
- ◆ Knowledge of established techniques, methods, and procedures for indexing, cataloging, referencing, and archiving technical information.
- ◆ Computer Skills: essential – information systems, relational database experience, familiarity with Microsoft Operating systems, Access, email.
- ◆ Attributes: Team oriented, Entrepreneurial, Resourceful, Results oriented, Integrity for all audiences at all times, Future oriented, Individual growth capacity and desire, Change and challenge enjoying, Service committed.

Salary & Benefits:

Salary is competitive with industry standards. Strong benefits package includes: health, dental, disability and life insurance, 401(K) plan, ESOP, profit sharing, and a generous vacation plan.