Job Classification Specification

Compliance Officer 1

Position Summary

Responsible for handling a variety of assigned projects. Applies subject matter knowledge. Formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Communicate regularly with designated privacy coordinators and health care components on regulatory changes, provide updates on best practices, develop and conduct training on privacy, HIPAA compliance and related topics for University employees and students.

Investigate privacy incidents and breaches. Gather relevant documentation, interview individuals involved in the incident, assess impact to the University, and determine steps to mitigate risk, summarize and report findings.

Act as data steward for University in release of data for research purposes and follow protocol for determining whether release is appropriate. Work with partners at affiliated organizations to ensure protocol is being followed across all organizations.

Lead and manage compliance efforts for PCI DSS, Gramm-Leach-Bliley Act, and Red Flags Rule including training, administration of self-assessment questionnaires, periodic compliance visits and reviews, coordination of external testing and assessment efforts, and remediation plan review and follow-up.

Analyze and interpret University policies related to compliance, complex industry standards, and state and federal regulations, develop and maintain policies as assigned.
Compliance Officer 1 (cont’d)

Operational Role

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

Scope of Measurable Impact

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

Independence and Decision-Making

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area.

Complexity and Problem Solving

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity; understands the smallest details of a defined area.

Required Qualifications

Requires BA/BS with at least 6 years of experience; may lead a small homogeneous department or larger process-oriented area whose members perform like activities.

Effective 11/02/15