Title: Director of Privacy

Description Summary

Under general supervision, leads the Privacy Compliance Program of UC.

Characteristic Duties

Provide leadership and strategic direction; develop, implement, and manage all activities related to Federal and State Privacy laws; build and maintain a sustainable effective privacy program that fosters compliance with relevant laws, regulations, industry standards and university policy; ensure that objectives and goals are achieved.

Establish and administer a matrix process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning privacy compliance, and privacy policies and procedures in coordination and collaboration with other similar functions.

Advise business clients on a broad range of privacy compliance issues and identify compliant solutions to achieve business objectives; create training and other communication tools that are engaging and creative and promote an ethical culture and an understanding of the Privacy Compliance Program.

Identify and evaluate existing risks and potential emerging risks and design controls to help manage those risks, in coordination with the Legal team and other key functions; coordinate internal compliance auditing, monitoring and review activities to help assess the effectiveness of the Privacy Compliance Program.

May conduct and manage complex internal investigations in a diverse range of areas and help ensure that any compliance issues are adequately addressed; design and implement corrective actions and remediation activities to address violations of University policies and to fill gaps in the Privacy Compliance Program.

Monitor changes to applicable laws, rules and/or regulations and assess impact on the HIPAA Compliance program; may administer the operating budget.

Provide direct supervision to exempt and non-exempt staff

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with ten (10) years' experience; experience must include at least three (3) years supervision and 3-5 years in health care compliance with specific knowledge of HIPPA privacy laws, regulations and requirements.