

Job Description: HIPAA Security Officer

§ 164.308(a)(2)

**Travis County, TX**

**Job Description**

**HIPAA Security Officer**

**Reports To:** Chief Information Officer (CIO)

**I. POSITION GOAL**

Chapter 35, Section 35.016, and Chapter 20, Section 20.003 of Travis County Code, designate the CIO as the Security Officer for Travis County. The HIPAA Information Security Officer implements and supports the directives of the CIO with respect to information security initiatives that support HIPAA throughout Travis County Government. This position acts as a focus and resource for the Travis County's information security matters regarding HIPAA. Works with those in corresponding roles at the department's and offices of independently appointed and elected officials. Investigates and recommends secure solutions that implement information security policy and standards that meet HIPAA regulation. Coordinates Travis County Information Technology Service (ITS) Department information security activities that relate to HIPAA matters. Oversees, implements and monitors the security requirements levied by Federal and State Rules and Regulations.

**II. POSITION REQUIREMENTS**

**A. Education**

- A four-year college degree. Master's degree preferred.
- Possession or working towards professional certification, e.g. Certified HIPAA Professional (CHP).

**B. Experience**

- Education and experience relative to the size and scope of the organization.
- At least 2 years of information security work experience is preferred
- The ability to work effectively in a consensus driven organization is required, as are demonstrated personnel and information security program management skills.
- A working knowledge of all aspects of information security is essential, as is the ability to apply this knowledge in an open network environment.

### **C. Additional Requirements**

- Demonstrated effectiveness with consensus building, policy development and verbal and written communication skill.
- An understanding of network and system security technology and practices across all major-computing areas (mainframe, client/server, PC/LAN, telephony) with a special emphasis on Internet related technology.
- A high level of integrity and trust
- Knowledge of HIPAA, state and federal guidelines on privacy, transactions and security. Working knowledge and understanding of all hardware and software applications applicable to this organization.
- Familiarity with health care relevant legislation and standards for the protection of health information and patient privacy.
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### **III. POSITION RESPONSIBILITIES**

#### ***A. Responsible for the management and oversight of the information security of electronic protected health information***

- Maintains current and appropriate body of knowledge necessary to perform the HIPAA information security management function.
- Effectively applies information security management knowledge to enhance the security of the open network and associated systems and services.
- Maintains working knowledge of legislative and regulatory initiatives with regards to HIPAA. Interprets and translates requirements for information security technology implementation.
- Develops and maintains appropriate information security policies, standards, guidelines and procedures.
- Works effectively with the HIPAA Privacy Officer, other information security personnel and the committee process.
- Provides meaningful input, prepares effective presentations and communicates HIPAA information security objectives.
- Monitors HIPAA Security Program compliance and effectiveness in coordination with Travis County's other compliance and operational assessment functions.
- Ensures delivery of initial security training and orientation to all employees, volunteers, medical and professional staff, contractors, alliances, business associates, and other appropriate third parties.
- Ensures compliance with security practices and works with Human Resources, the Privacy Officer, Commissioners Court and independently elected and appointed officials, and legal counsel, as applicable, to ensure consistent application of sanctions for failure to comply with security policies for all individuals in the organization's workforce, extended workforce, and for all business associates.
- Initiates, facilitates and promotes activities to foster HIPAA information security awareness within the organization and related entities.
- Serves as a member of, or liaison to, the organization's HIPAA Governance Committee.

- Reviews all system-related information security plans throughout the organization's network to ensure alignment between security and privacy practices.
- Conducts investigations of HIPAA information security violations. Works effectively with Travis County management and external law enforcement to resolve these instances.
- Reviews instances of noncompliance and works effectively and tactfully to correct deficiencies.
- Maintains current knowledge of applicable federal and state privacy laws and accreditation standards, and monitors advancements in information security technologies to ensure organizational adaptation and compliance.
- Cooperates with the Office of Civil Rights, other legal entities, and other Travis County officers in any compliance reviews or investigations.
- Works with Travis County administration, legal counsel, and other related parties to represent the County's information security interests with external parties (state or local government bodies) who undertake to adopt or amend privacy legislation, regulation, or standard.
- Certifies that IT systems meet predetermined HIPAA security requirements.