

## JOB INFORMATION

Job Code	KC10
Job Description Title	Asst Dir, HIPAA Privacy Compl
Pay Grade	LC13
Range Minimum	\$84,650
33rd %	\$107,220
Range Midpoint	\$118,510
67th %	\$129,800
Range Maximum	\$152,370
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/14/2022

## JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Compliance

## JOB SUMMARY

Reporting to the Executive Director, Institutional Compliance and Privacy, oversees, coordinates, and assesses compliance activities, including HIPAA, HITECH, privacy, and general compliance for all four divisions of the University (Auburn University Main Campus, Auburn University at Montgomery, Alabama Cooperative Extension System, and Alabama Agricultural Experiment Station).

## RESPONSIBILITIES

- Responsible for the development, implementation, maintenance, and adherence to the University's privacy programs related to HIPAA, HITECH, and related healthcare privacy laws. Assesses the University's risk in areas related to healthcare with both HIPAA covered entities and non-covered entities that handle personally identifiable information (PII). Implements procedures to improve compliance and assess potential risk.
- Responsible for and participates in compliance reviews and assessments to 1) determine whether required documentation and training is being performed in an accurate and timely fashion, and 2) assist in the identification and recommendation of corrective actions, when needed, to fulfill obligations under federal, state, and local laws and regulations.
- Conducts compliance testing in accordance with federal guidelines to include scheduled and random site visits. Assists in developing and revising documentation to comply with federal standards such as forms, notices, and agreements.
- Provides legal advice to the Office of Audit Compliance and Privacy (OACP), General Counsel, University Counsel, University Leadership, University Contract Attorneys and University designated covered entities in various matters having legal ramifications dealing with compliance, including: Health Care Law, Health Care Privacy, General Privacy (including FERPA), Health Care Information Security, Personally Identifiable Information (PII) and general Health Care related Legal Matters.
- Examines and conducts a variety of contract reviews; recommends contract changes; provides legal opinions; and serves as a subject matter expert for healthcare-related matters as well as interpretation of existing regulations by 1) Reviewing Business Associate Agreements for Procurement and Business Services (PBS) and individual departments; 2) Reviewing software vendor contracts that deal with healthcare information for PBS, Office of Information Technology (OIT), and individual departments; 3) Reviewing healthcare affiliation agreements for the Office of the Provost; 4) Assisting the General Counsel's Office with legal opinions on healthcare related issues, including pharmacy compliance and pharmacy administrative laws; healthcare laws involving genetic information; and issues related to HIPAA or general compliance; 5) Assisting individual departments with protocols dealing with department use of PII, including whether PII is required, appropriate use of PII, and storage; and 6) Assisting the Office of Sponsored Programs (OSP), Office of the Vice President for Research (VPR), and the Institutional Review Board (IRB) with best practices and legal opinions regarding the use of personally identifiable information.

## RESPONSIBILITIES

- Develops and conducts relevant and timely training across the University to include HIPAA training, Q&A sessions for employees responsible for specific compliance areas, and targeted training for healthcare students.
- Monitors relevant laws and regulations that pertain to healthcare and the University, and provides relevant information to appropriate compliance officers within the university. Participates in the review and assists in the maintenance of relevant University policies and procedures. Conducts research for and on behalf of University compliance officers to assist in the development of appropriate compliance methodologies for regulation and to assist with monitoring strategies.
- Performs other related duties as assigned by supervisor.

## SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
PhD	Juris Doctorate from ABA-accredited law school.	And	6 years of	Experience in regulatory or healthcare privacy and compliance to include compliance testing, contract management, and risk assessment.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of complex federal, state, administrative and local laws and regulations regarding HIPAA, HITECH, healthcare privacy, and general privacy and security.	And
Knowledge of legal contracts and the ability to comprehend, interpret, and draw relevant conclusions from such contracts.	And
Knowledge of higher education compliance issues.	And
Advanced understanding of general compliance and monitoring methodologies.	And
Demonstrated proficiency in verbal and written communications skills.	

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
	Certification in healthcare privacy compliance (CHPC) or the ability to obtain	within 1 Year	Required	

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

### Vision Requirements:

Ability to see information in print and/or electronically.