TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity

OPEN TO THE PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Information Security Compliance Officer

EXAM NO: 67721

SALARY: $27.64 per hour - 2015 Hire Rate

TYPE OF EMPLOYMENT: Full time

EXAM DATE: 12/05/15

ISSUE DATE: 09/15/15

THE FINAL DATE TO FILE APPLICATIONS: 09/30/15

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 12/06/15

RESIDENCY WAIVED

THE USE OF A QUIET HAND-HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Information Security Compliance Officer located at the Tompkins County Department of Information Technology Services. The eligible list resulting from this examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS: **No later than the final filing date announced, applicants must demonstrate -**

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in a Science, Technology, Engineering and Mathematics (STEM), **AND** two years of full-time paid (or the equivalent part-time) experience in a technology setting managing the implementation of privacy and security compliance programs or health information technology; **OR**

(b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree or higher in a STEM discipline **AND** four years of full-time paid (or the equivalent part-time) experience managing the implementation of privacy and security compliance programs or health information technology; **OR**

(c) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in health administration, health management, industrial and labor relations, business management or a related field **AND** six years of experience using health information technology to manage protected health information; **OR**

(d) Any combination of training and experience equal to or greater than that specified in (a), (b), or (c) above, as determined by the Commissioner of Personnel in consultation with the Director of Information Technology Services.

DISTINGUISHING FEATURES OF THE CLASS:

This position will require a thorough knowledge of Federal and State regulations regarding the security and privacy of protected health information, and other County confidential data. An employee in this class will be responsible for assisting with the development of, and coordinating the County's ITS security policies and Federal mandated Health Insurance Portability and Accountability Act (HIPAA) policies. Areas of emphasis include programs within the Mental Health Department, Health Department, DSS Medicaid Unit and any other County Departments with whom protected health information is managed or shared. Additionally, this position provides assistance to other County departments and agencies defined as business associates such as County Administration, County Attorney, and Information Technology Services. This position also assists in the review of policies, procedures, and contract language for compliance with Federal and State regulations.

This position will provide project manager expertise and shall assist in strategically analyzing, assessing, selecting, and managing the implementation of, training for, and meaningful use of protected health and other software applications designed to manage County confidential information. This individual must be able to evaluate and recommend systems, policies and procedures that will protect County information at the point of creation, storage, reception and transmittal. The employee will serve as the Regional Health Administration Organization administrator for the County and will serve as project manager for interface builds. The employee may assist in negotiating contracts for related services or applications.

The employee exercises considerable autonomy and works under the general supervision of the Director or Deputy Director of Information Technology Services. Work may be performed in consultation with other department heads and inter-agency representatives. Supervision of others is not generally a function of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assist with developing policies and procedures required for HIPAA and information security related to County confidential data;
- Perform initial and annual HIPAA and other County confidential data risk analyses to determine areas of vulnerability, evaluating the risk to protected and cofidential information and prioritizing remediation steps;
- Coordinate HIPAA and information security training;
- Provides oversight of the workforce education component of privacy and security policies and procedures;
- Evaluates the impact of changes in privacy and security regulations on the County's privacy and security or HIPAA risk management program, and recommends necessary modifications to ensure compliance;
- Act as consultant to County Departments, County Compliance Committee and the County Administration on Federal and State regulations regarding County confidential data and Protected Health Information Privacy and Security mandates;
- Develop, in collaboration with County Departments, County Compliance Committee and the County Administration, a business continuity and a contingency plan to ensure protection of all confidential data during and after an emergency or disruption of security procedures;
- Monitors information technology systems to ensure that protected health information and other confidential data is only accessible to appropriate individuals for appropriate reasons, will investigate any access irregularities, and notify supervisors/department heads regarding potential personnel issues;
- Acts as Health Information Technology Implementation and Meaningful Use Project Manager, and point of contact for vendors and other external organizations involved;
- Coordinates related Request for Proposal (RFP) processes, guides departments in selecting technology, and assists in the negotiation of related vendor contracts;
- Facilitates project team meetings, assigns responsibilities for project deliverables, and coordinates workflow analysis and re-design;
- Coordinates training on new applications;
- Coordinates related software interface builds;
- Serves as back-up to system administrator(s) for various software applications;
- Seeks out grant and incentive program money and provide that information to appropriate departments and agencies.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of all Federal and State regulations regarding privacy and security of protected health information and other County confidential data;

- Thorough knowledge of the breach notification regulations and assist County in reporting and managing any breach of protected health information;
- Thorough knowledge of meaningful use requirements;
- Thorough knowledge of how to conduct HIPAA risk analyses;
- High interpersonal and interviewing skills;
- Strong ability to work independently and autonomously;
- Strong organizational skills, including the ability to manage large projects;
- Strong communication skills;
- Strong ability to analyze and redesign workflows to support the implementation and meaningful use of health information and other County confidential data managed in software or technology systems;
- Good knowledge of how protected health information is created, stored, received, and transmitted;
- Good knowledge of current HL7 standards for Health Information Exchange;
- Ability to negotiate contracts and changes with vendors of health information and other technology applications;
- Ability to analyze and troubleshoot HL7 interfaces;
- Ability to articulate complex regulations both orally and in writing;
- Ability to understand encryption standards for computer, phone, and mobile devices;
- Ability to analyze and document the flow of private and protected health information;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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Complete Scope of the examination and Expanded subtest descriptions:

Administration:

These questions test for knowledge of the managerial functions involved in directing-an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

Principles of Networked Communications:

These questions test for basic concepts arid terminology of data communications. They cover such subjects as data communications, types of networks, modems, security, protocols, topologies, transmission media, wiring, installation and troubleshooting. The questions are general in scope and are not specific to any vendor or system.

Preparing Written Material:

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Project Management:

These questions are designed to test for techniques and concepts of project management. They may cover, but not necessarily be confined to, management of systems development, management by objectives, project scheduling and control techniques (e.g., PERT), characteristics of organizations and of the systems life cycle, and the development of data processing standards.

Principles of Providing User Support:

These questions test for knowledge and skill in working in a user support situation. They cover such subjects as how to communicate effectively with users requesting help; how to deal with different types of situations; troubleshooting techniques; and how .10 gather, organize and make available technical information needed to provide support.

Systems Analysis and Design:

These questions test for techniques and concepts of computer systems analysis and design. They cover such subjects as feasibility and applications studies, systems development tools and software, the systems life cycle, types of systems (e.g., client/server, Web-based), controls, and systems documentation, testing, and implementation.)

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â'

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850