



# Privacy Analyst

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PRIVACY ANALYST I	1897	B21	\$54,278 - \$87,046
PRIVACY ANALYST II	1898	B23	\$61,184 - \$99,658
PRIVACY ANALYST III	1899	B25	\$69,572 - \$114,099

## GENERAL DESCRIPTION

Performs privacy analysis work involving the review and monitoring of controls over confidential and sensitive data to prevent unauthorized disclosure.

## EXAMPLES OF WORK PERFORMED

Reviews and evaluates the life cycle of confidential and sensitive data, including the collection, storage, use, transfer, retention, and destruction of information.

Conducts analysis for agency-wide programs related to privacy, including facilitation and assessment activities.

Researches and responds to privacy-related inquiries from internal and external stakeholders.

Researches current privacy industry standards.

Performs privacy awareness activities such as training, developing, and maintaining privacy-related communications; coordinating the marketing of privacy programs; and leading and/or participating on work groups and task forces.

Monitors and analyzes privacy-related legislation.

Prepares reports on privacy analysis for the agency.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.*

**Note:** *Employees at the journey level may independently perform the full range of work listed in the examples or may assist others in that work.*

**PRIVACY ANALYST I:** Performs complex (journey-level) privacy analysis work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may routinely assist others in performing work of greater complexity.

*Note: Any senior level employee (levels II-III) can serve as a team lead or supervisor. Senior-level employees may perform the full range of work listed in the examples above and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, and the employee's related experience, education, and certifications.*

**PRIVACY ANALYST II:** Performs advanced (senior-level) privacy analysis work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex privacy analysis work and may:

- Coordinate and/or review and evaluate the life cycle of confidential and sensitive data, including the collection, storage, use, transfer, retention, and destruction of information.
- Coordinate and/or conduct analysis for agency-wide programs related to privacy, including facilitation and assessment activities.
- Review privacy and security controls and make compliance recommendations.
- Respond to privacy and security surveys and questionnaires required by other program areas and other risk identification initiatives.
- Develop privacy controls, policies, standards, guidelines, and operating procedures.
- Evaluate third-party contracts, and make recommendations regarding privacy practices and controls.

**PRIVACY ANALYST III:** Performs highly advanced (senior-level) privacy analysis work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex privacy analysis work and may:

- Coordinate and/or review privacy and security controls and make compliance recommendations.
- Coordinate and/or review responses for privacy-related inquiries from internal and external stakeholders.
- Review the analysis of agency-wide programs related to privacy, including facilitation and assessment activities.
- Gather, organize, and quantify privacy and security surveys and questionnaire responses.
- Develop and implement privacy controls, policies, standards, guidelines, and operating procedures.
- Consult with other program areas for assessment of threats to information privacy.
- Assist in the development and maintenance of a comprehensive data breach/privacy incident plan.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in privacy analysis, information security, or process management work. Graduation from an accredited four-year college or university with major coursework in business administration, government, management information systems, public administration, or a related field is generally preferred. Experience and education may be substituted for one another.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### For all levels

- Knowledge of privacy and information security standards, process development, and project management theories and practices.
- Skill in conducting research, in diagramming business process flows, and in the use of a computer and applicable software.
- Ability to identify and resolve problems, to maintain confidentiality and protect privacy, and to communicate effectively.

#### Additional for Privacy Analyst II – III levels

- Ability to develop and/or implement policies and procedures and to oversee and/or supervise the work of others.