



Privacy Analyst II

Salary Group: B23
Class Code: 1898

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PRIVACY ANALYST I	1897	B21	\$48,278 - \$78,953
PRIVACY ANALYST II	1898	B23	\$55,184 - \$90,393
PRIVACY ANALYST III	1899	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs advanced (senior-level) privacy analysis work. Work involves coordinating the review and monitoring of controls over confidential and sensitive data to prevent unauthorized disclosure. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and/or reviews and evaluates the life cycle of confidential and sensitive data, including the collection, storage, use, transfer, retention, and destruction of information.

Coordinates and/or conducts analysis for agency-wide programs related to privacy, including facilitation and assessment activities.

Reviews privacy and security controls and makes compliance recommendations.

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

Researches current privacy industry standards.

Responds to privacy and security surveys and questionnaires required by other program areas and other risk identification initiatives.

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.

Develops privacy controls, policies, standards, guidelines, and operating procedures.

Monitors and analyzes privacy-related legislation.

Evaluates third-party contracts, and makes recommendations regarding privacy practices and controls, as appropriate.

May prepare reports on privacy analysis for the agency.

May supervise the work of others.

Performs related work as assigned.

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

Knowledge of privacy and information security standards, of process development, and of 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, to develop policies and procedures, to communicate effectively, and to supervise the work of others.