

# County of Cook

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 8082  
Grade: 24  
FLSA: Exempt

## STANDARD JOB DESCRIPTION

**JOB TITLE**  
**Privacy Officer**

**DEPARTMENT**  
**Compliance**

### **Job Summary**

The Privacy Officer reflects the mission and vision of Cook County Health & Hospitals System (CCHHS), adheres to the organization's Code of Conduct and Corporate Compliance Program, and complies with all relevant policies, procedures, guidelines and all other regulatory and accreditation standards.

The System Privacy Officer is responsible for the ongoing development, implementation, maintenance, and evolution of CCHHS' privacy program and all related privacy activities.

This position is exempt from Career Service under the CCHHS Personnel Rules.

### **Typical Duties**

#### **General Administrative Responsibilities**

##### **Management**

- Contributes to the management of CCHHS staff and CHHSS' systemic development and success
- Discusses and develops CCHHS system policies and procedures
- Consistently uses independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Works with Labor Relations to discern past practice when necessary

##### **Supervision**

- Directs and effectuates CCHHS management policies practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

##### **Collective Bargaining**

- Reviews applicable Collective Bargaining Agreements and consults with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meetings

## **Typical Duties (continued)**

### **Discipline**

- Documents, recommends and effectuates discipline at all levels
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiates, authorizes and completes disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable Collective Bargaining Agreements

### **Other Responsibilities**

- Serves in a leadership role to develop a system-wide privacy program as part of the system's compliance program
- Synchronizes system-wide privacy program materials and messaging to present a uniform message
- Develops strong system-wide practices through privacy policies and procedures
- Assesses, evaluates implements, maintains, and updates CCHHS information privacy policies and procedures
- Designs system-wide plans for auditing and monitoring
- Establishes a structured process for regulatory review, monitoring, and dissemination of information. Modifies policies, procedures, and projects to reflect changes in laws and regulations
- Develops and coordinates privacy projects with CCHHS system entities
- Oversees, directs, delivers, or ensures delivery of privacy education, training and orientation to all senior leadership, employees, physicians, volunteers, students, vendors, and consultants
- Establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all privacy complaints. Collaborates with operational areas to remediate concerns
- Maintains highest levels of confidentiality regarding all departmental operations – in communication both verbal and written and with the use of technology

### **Additional Functions**

- Composes and prepares complete and accurate compliance program materials (material is defined but not limited to the following examples: documents, memorandum, meeting minutes and agendas, narrative and statistical reports, presentations, projects, overheads, slides, graphs, charts, and listings) within designated time parameters
- Ability to prioritize work with minimal supervision and use time effectively. Requires high degree of follow-through despite frequent interruptions. Possess ability to work in a fast-paced environment, which requires handling multiple tasks at once

### **Reporting Relationships**

The Privacy Officer reports to the Chief Corporate Compliance & Privacy Officer.

### **Required Minimum Qualifications**

- Master's Degree from an accredited college or university (or higher level degree)
- Three (3) years of recent experience in HIPAA privacy including program analysis, training and/or policy development

## **Required Minimum Qualifications (continued)**

- Two (2) years of conducting complex healthcare privacy investigations
- Collective three (3) years of recent experience in the following: a hospital or large multi-specialty clinic setting; or a consulting or law firm specializing in healthcare; or a governmental agency focused on healthcare; or an insurance company working in healthcare claims or compliance
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## **Preferred Qualifications**

- Juris Doctor (JD) from an accredited college or university

## **Knowledge, Skills, Abilities and Other Characteristics**

- Leadership competencies to include planning and organizing, problem solving, informing, consulting, supporting and networking
- Project Management experience and exceptional organizational skills
- Extensive Report Development experience & Policy & Procedure development experience
- Knowledge of Health Care Regulatory standards and accreditation agencies, especially those affecting privacy and security
- Experience in Public Speaking and Business Presentations
- Highly developed software application skills – MS Office Access, Excel, PowerPoint, and Word
- Behavioral commitment to quality work and customer service philosophy
- Strong communication skills – written and verbal; skilled in partnership development and conflict resolution
- Strong interpersonal skills: for building relationships with internal clients at all levels of the organization
- Demonstrate respect and sensitivity for cultural diversity, gender differences, and sexual orientation of patients and coworkers
- Detail oriented
- Flexibility and adaptability in performing work duties, managing multiple and competing priorities and coordinating diversified efforts
- Ability to travel to and from any CCHHS entity, including the Ambulatory Clinics and Cook County entities / offices

## **Physical and Environmental Demands**

This position functions within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

### **Working Conditions and Physical Demands**

General office environment where work is generally sedentary in nature, but may require standing and walking for up to 60% of the time. Environment is fast paced and some stress may occur. Visual acumen and manual dexterity for working with computer and keyboards is required.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.**

Approval:

Cathy Bodnar

Chief Corporate Compliance & Privacy Officer

Date

Approval:

Barbara Pryor

Deputy Chief of Human Resources

Date