

Job Description – Assistant State Privacy Officer

Deadline for Applications: July 8, 2022, at 5:00 p.m.

The Office of the State Auditor has an opening for an Assistant State Privacy Officer. This position will report to the State Privacy Officer. The Assistant State Privacy Officer is responsible for researching programs, processes and technological improvements/innovations that will foster improved data privacy policy; foster the development of a variety of data privacy metrics and training; and reduce the impact to designated government entities. The Assistant Privacy Officer may manage personnel and resources to guide the security and privacy aspects of system development, implementation, and upgrades; develop policies, procedures, and strategies for information privacy and security management; organize and/or participates in privacy and security committees or work-groups; respond to and implements legislative actions regarding information privacy and security.

Duties

- Develop training and outreach materials to promote data privacy for various stakeholders including elected officials, board members, administrators, and members of the general public
- Develop and improve policies related to data privacy
- Provide online and in-person training around the state on data privacy and record retention
- Suggest areas of high exposure to risk and make recommendations for improvement.
- Maintain critical data issues log
- Audit, monitor, and provide recommendations to improve systems and practices to ensure compliance
- Survey and compile information about privacy practices of designated government entities
- Make public and maintain information about designated government entity's privacy practices on the Office of the State Auditor's website
- Establishes and maintains effective work relationships with employees, representatives of governments, and the public

Required Qualifications

- Bachelor's, Master's, or Doctorate degree in instructional design, business administration, law, computer science, information technology, or a related field.
- Minimum of 3 years' experience in instructional design
- Minimum of 3 years' experience providing in-person training
- Excellent written and verbal communication skills, interpersonal and collaborative skills, and the ability to communicate technical content to non-technical audiences.

Preferred Qualifications

- Experience with privacy law and policy
- Knowledge of the data lifecycle
- One or more certifications from the (IAPP) International Association of Privacy Professionals (CIPP, CIPM, CIPT, etc.)
- Ability to independently research, understand, and apply regulatory requirements in a government setting and for non-technical audiences
- Experience in records management and general retention schedules

How to Apply: Please send a resume and cover letter indicating your current experience, qualification, and interest. Please address emails or questions to:

Tauna MacPherson
Executive Assistant
tmacpherson@utah.gov

Salary : \$28 to \$40 per hour depending on experience and qualifications.
Compensation includes comprehensive health, dental, and retirement benefits.
Start Date: Preferably on or before August 23, 2022.

The Office of the State Auditor is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In compliance with the Americans with Disabilities Act, the Office of the State Auditor provides reasonable accommodation to individuals with disabilities. For accommodation information or if you need an accommodation to complete the application process, please contact Tauna MacPherson at 801-538-1361.

The Office of the State Auditor is required to participate in E-Verify. Applicants must be able to successfully pass the required background check. This is an at-will (career service exempt) position. Incumbents placed in this title are appointed, non-classified, exempt from 67-19-12, and are required to be placed in a position schedule of AC (Employees in Offices of Elected Officials).