

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

DMAS PRIVACY OFFICER

Role Title: Program Administration Specialist III

Position #W0310

HOURLY POSITION – NO STATE BENEFITS

Pay Band 6, Level I, Hiring Range: \$26.24 - \$40.00 per hour

Closing Date: July 21, 2014

Office of Compliance and Security seeks systems professional to administer and manage the DMAS Information Security (ISO) program, and provide direct assistance and support to the DMAS Information Security Officer (ISO). This position is responsible for managing the internal Information Security Program and all of its components including formal privacy or security incident reviews and investigations of reported or suspected violations of the HIPAA standards which may affect the integrity, availability, or confidentiality (IAC), of DMAS protected health information (PHI) data. Additionally responsible for developing IS training awareness materials for in-house end users, managing Risk Management Plans, and develops, maintaining and/or updating Information Security policies, standards, procedures and guidelines for the agency. The successful applicant must have experience with VITA Information Security (IS) Standards as well as Familiarity with Health Insurance Portability and Accountability Act of 1996 (HIPAA) Security Standards, 2013 Omnibus, or later. Requires comprehensive day to day experience with operation of security administration. Requires an understanding of network and system architectures and the implementation of new systems. Must have extensive experience developing and maintaining security policy, procedures and plans. Requires experience conducting risk assessments of large organizations and departments and Continuity of operations (COOP) and disaster recovery (DR) planning. Must demonstrate strong communication skills to include the ability to prepare security training plans for large organizations, lead and facilitate meetings, develop presentation materials and reports, and communicate effectively with all levels of an organization. Graduation from an accredited college/university; advanced degree in information technology, computer science or business preferred; certification as a Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), or Certified Information Systems Auditor (CISA), or other security certifications, or equivalent relevant job experience preferred.

THIS HOURLY POSITION IS LIMITED TO 29 HOURS PER WEEK

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information. EEO/AA/ADA