Our company is hiring for a privacy analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for privacy analyst

- Reviews all potential exclusions from participation in federal and state health care programs, manages investigations, escalates any identified issues, and drafts timely documents for approval of voluntary disclosures to regulatory agencies as needed
- Assumes primary responsibility for the initial screening of, timely investigation and triaging of Compliance and HIPAA/HITECH matters for NYU Hospitals Center and NYU School of Medicine
- Review, write and present procedure documents according to standard templates
- Facilitate and track Privacy procedure reviews and updates
- Create assignment approach documents and present to management
- Participate and assist with meeting facilitation and minutes related to Planning and Privacy assignments
- Assist in the establishment and implementation of effective Privacy, Data Management, Information Owner practices within Digital
- Partner with internal customers, such as Product, Information Technology in understanding their role with Privacy, Data Management and Information Owner
- Identify ways to assist the Digital Privacy Control Officer in evangelizing Privacy through various communication methods
- Support Digital Roadmap planning and RCSA efforts

- Previous experience in privacy, security, compliance, education or healthcare field, as typically acquired during 2-5 years in a similar position
- Significant experience as a project and database manager is strongly preferred
- Ability to write clearly, concisely and analyze facts within the context of a regulatory environment
- Bachelors degree with 6 years of relevant experience in incident management and breach response
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- Strong written and oral communication skills, collaboration, and technical compliance skills