



Position Opening
GENERAL ANNOUNCEMENT
Privacy and Information Lead
Legal Affairs
February 21, 2018

Job Title: Privacy and Information Lead

FLSA Status: Exempt

Salary Range: Market Range 14

Performance Area: Finance and Operations

Department: Legal Affairs

Supervisor Title: Executive Director of Legal Affairs

Position Summary: The Privacy and Information Lead is responsible to establish the privacy component of the organization's security and privacy program in compliance with federal and state laws and regulations. The Privacy and Information Lead is responsible to serve as consultant to the organization's Shared Services operations and to the 28 school districts in Oakland County. The Privacy and Information Lead will collaborate in leading a review of all information management applications to develop a uniform and integrated information management structure; lead the organization's records management program, and coordinate the disclosure of information as required by federal and state laws and regulations.

Essential Duties and Responsibilities:

In collaboration with the Assistant Superintendent of Shared Services/CIO and Technology Services departments and under the direction of the Executive Director of Legal Affairs, the Privacy and Information Lead shall:

- Serve as privacy project leader of the organization's privacy program including establishing the governance model and formulating the strategy for implementation.
- Provide leadership by developing, updating, maintaining and implementing policies, administrative rules and procedures in compliance with federal and state law and regulations that enable consistent, effective privacy practices which minimize risk of unauthorized access and data breaches of restricted information, regardless of medium.

- Ensure the organization has and maintains appropriate privacy and confidentiality consent and authorization forms, business associate agreements and information notices and materials reflecting current organization and legal practices and requirements.
- Integrate privacy expectations into all areas of the organizations operations and business practices.
- Provide advice and assistance to administration and departments on privacy risks related to current and future practices and current and new technologies.
- Performs periodic information privacy risk based assessments/analysis. Determines remediation priorities and resources necessary to address existing or potential privacy issues and problems.
- Conducts related ongoing privacy compliance activities.
- Collaborates with Assistant Superintendent of Shared Services/CIO and Technology Services department on tracking, investigating, reporting and responding to unauthorized access, breaches and disclosures of restricted information.
- Assist in establishing and monitoring all privacy agreements with external parties.
- Design and deliver orientation and continued training on privacy policies, administrative rules and procedures to all appropriate staff, students, student teachers and interns, independent contractors, agency and service workers and other appropriate third parties.
- Coordinates and provides leadership in the development, implementation, and promotion of privacy awareness programs and initiatives.
- Collaborate with the Assistant Superintendent of Shared Services/Chief Information Officer and the Executive Director of Technology Services on privacy practices in the provision of services to local school districts.
- Serve on the organization's security and privacy committee.
- Keep abreast of federal, state and local privacy laws and standards, and information privacy technology.

Consultation to Local School Districts

- Serve as consultant to the 28 school districts in Oakland County for the purpose of assisting in the facilitation of a privacy program using the privacy governance model adopted by the organization and formulating strategy for implementation.
- Design and conduct professional development workshops on privacy governance, frameworks, assessments, reporting and best practices.

Additional Responsibilities

- Lead the development, implementation and administration of an enterprise-wide electronic records management program which offers effective and accessible recording, retrieval, storage, retention and disposal of records.
- Collaborate with the Assistant Superintendent of Shared Services/CIO, Technology Services and Communications departments in leading the review of all information management applications to develop a uniform and integrated information management structure.

- Serve as the organization's FOIA Coordinator.
- Coordinate all FERPA and student information requests for information.
- Ensure compliance and maintain the organization's criminal history background and student drug testing programs.
- Promote and support Oakland Schools' organizational culture by reinforcing Board of Education goals, policies and procedures and the organization's vision, mission, and continuous improvement plan.

Job Qualifications

- Bachelor's degree in public administration, business administration, information systems or other relevant field. Master's in information technology, management or related field or legal background preferred.
- A minimum of five years of related experience. Knowledge and experience in educational or government environment preferred.
- Certified Information Privacy Professional/Government (CIPP/G) or equivalent or must obtain CIPP within two (2) years.
- Demonstrated experience with unauthorized access or breaches of restricted information.
- In depth knowledge and understanding of security technologies.
- Knowledge and experience in developing, implementing and/or administering a written information security program.
- Ability to handle complex organizational projects; and excellent problem identification and solution skills to address difficult, complex issues.
- Working knowledge and experience in information privacy laws, access, and disclosure of information in federal and state privacy laws. including but not limited to Michigan Revised School Code, Michigan Social Security Number Privacy Act, Michigan Identity Theft Protection Act, Michigan Internet Privacy Protection Act, Michigan law on criminal background checks, Fair Credit Reporting Act, Family Educational Rights and Privacy Act (FERPA), Payment Card Credit Industry Data Security Standards (PCI-DSS), Health Insurance Portability and Accountability Act (HIPPA), HITECH Security Rule, Children's Online Privacy Protection Act (COPPA), Driver's Privacy Protection Act and Stored Communications Act (SCA).
- Skill in formulating policy and continuous improvement practices.
- Knowledge of computerized information systems used in compliance applications.
- Knowledge and experience in state laws governing disclosure of information such as the Freedom of Information Act (FOIA) and Bulletin 522.
- Outstanding verbal and written communication skills, listening skills and the ability to present information effectively to groups.
- Strong collaborative skills, teamwork, and problem-solving to achieve goals.
- Strong analytical and critical thinking skills and the ability to analyze, summarize, and develop reports.
- Demonstrated knowledge and experience with the development, implementation and maintenance of electronic records management program.
- Strong project management skills and attention to detail.

- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the “Key Work Competencies” expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employment Terms:

Twelve month work year. Salary based on the Progression Increment Salary System, Market Range 14 with an annual salary range of \$87,458 to \$100,001.

Application Deadline:

Letters of interest and resumes will be accepted until 4:00 pm, July 13, 2018 or until filled.

Apply To:

- **Go to:** <https://oakland.k12.mi.us/employment/job-postings/pages/default.aspx>
- **Click** “View all Open Positions in OHRC Districts”
- **Click** “Broken Down by District”, **Click** “Oakland Schools”
- **Click** on Desired Position and on the “**Apply**” button in the upper right corner and follow prompts.

For questions regarding this position please contact Brandi Carmichael at 248.209.2412.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Manager/Supervisor, Career Focused Education at 248.209.2160. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

Before you submit your resume and letter of interest, please read the following important instructions/information:

- Please indicate in your letter of interest how you found out about this position opening and the title of the position you are applying for.
- If you are selected for a first round interview, Oakland Schools will contact you via telephone after the initial posting closing date. Resumes submitted on or prior to the initial posting closing date will be given first consideration.
- If you currently subscribe to a privacy manager telephone service, please be advised that this service may hinder Oakland Schools’ ability to contact you for the purpose of scheduling an interview.