



Privacy Analyst I

Salary Group: B21
Class Code: 1897

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PRIVACY ANALYST I	1897	B21	\$48,278 - \$78,953
PRIVACY ANALYST II	1898	B23	\$55,184 - \$90,393
PRIVACY ANALYST III	1899	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs complex (journey-level) privacy analysis work. Work involves reviewing and monitoring controls over confidential and sensitive data to prevent unauthorized disclosure. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Reviews and evaluates the life cycle of confidential and sensitive data, including the collection, storage, use, transfer, retention, and destruction of information.

Conducts analysis for agency-wide programs related to privacy, including facilitation and assessment activities.

Researches and responds to privacy-related inquiries from internal and external customers.

Researches current privacy industry standards.

Performs privacy awareness activities such as training, developing, and maintaining privacy-related communications; coordinating the marketing of privacy programs; and leading and/or participating on work groups and task forces.

Monitors and analyzes privacy-related legislation.

Assists in evaluating third-party contracts, and in making recommendations regarding privacy practices and controls, as appropriate.

Assists with responding to privacy and security surveys and questionnaires required by other program areas and other risk identification initiatives.

May assist in the development of privacy controls, policies, standards, guidelines, and operating procedures.

May assist in reviewing privacy and security controls and making compliance recommendations.

May assist in preparing reports on privacy analysis for the agency.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in privacy analysis, information security, or process management work. Graduation from an accredited four-year college or university with major coursework in business administration, government, management information systems, public administration, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of privacy and information security standards, of process development, and of project management theories and practices.

Skill in conducting research, in diagramming business process flows, and in the use of a computer and applicable software.

Ability to identify and resolve problems, to maintain confidentiality and protect privacy, to communicate effectively, and to provide guidance to others.