



CLASS SPECIFICATION

Class Title:	Data Privacy Coordinator	Class Code:	2267
Department:	Clerk	Grade:	25
Merit:	Non-exempt	Eff. Date:	11/1/2024
FLSA:	Exempt		

GENERAL PURPOSE

Under the general supervision of the Director of Information Systems leads in developing, implementing and maintaining a comprehensive privacy program with the focus on data governance, risk and compliance including data privacy policies and processes.

EXAMPLE OF DUTIES

Develops and maintains the Davis County's data privacy policies, practices, and procedures.

Conducts audits and prepares strategies to identify non-compliant data processing activities and documents findings.

Serves as a subject matter expert on privacy practices, providing guidance and support to stakeholders on the adoption and implementation of the comprehensive privacy programs.

Collaborates with cross-functional teams to enhance privacy practices and promotes public trust in governmental entities' handling of sensitive data.

Develops and maintains documentation and procedures related to the privacy program, including training for employees. Monitors and ensures the completion of mandatory data privacy training by employees.

Ensures the collection and processing of personal data aligns with the minimum necessary standard for specified purposes.

Manages data breach notification processes, including communication with affected individuals and relevant authorities.

Coordinates the annual reporting of personal data shared or sold by Davis County.

Collaborates with contractors to ensure compliance with privacy requirements related to personal data processing.

Responds to requests for amendment or correction of personal data, providing necessary procedures and support. Retains and disposes of personal data according to established record retention schedules.

Maintains up-to-date knowledge of privacy laws, regulations, and best practices to inform stakeholders and proactively address privacy related challenges.

May operate a motor vehicle

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Information Technology, Law, Public Administration, or a related field, plus two (2) years of related experience in data privacy, information security, or compliance roles. An acceptable combination of education and experience may be considered.

Preference for Certification in data privacy CIPP and/or CIPM.

2. Special Qualifications:

May be required to pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: privacy laws and regulations applicable to governmental entities, data management systems and privacy training programs, standard office practices and techniques; proper grammar, spelling, and punctuation; principles, theories, and practices of data management; organizing and maintaining legal records and documents; records protection procedures; confidentiality requirements and procedures.

Skill in: analysis and attention to detail.

Ability to: identify complex problems and develop solutions; manage multiple projects and prioritize tasks effectively, problem-solve and work autonomously, communicate effectively (orally and in writing) security related concepts; follow written and oral instructions; exercise sound independent judgment; work with minimal supervision; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the public.

WORKING CONDITIONS

Expected work shift Monday-Friday 8 am – 5 pm. Must be available for after hours and on-call to respond to security related incidents. Occasional travel may be required for training. Must be able to sit/stand for extended periods.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**