



## Compliance Officer

The North Carolina State Health Plan for Teachers and State Employees (Plan), a division of the Department of State Treasurer, provides health care coverage to more than 740,000 teachers and local school personnel, state employees, retirees, current and former lawmakers, state university and community college faculty and staff, and their dependents.

The Contracting and Compliance section of the Plan administers the full lifecycle of the Plan’s contracts from procurement to management and closeout. This section also ensures that appropriate contractual safeguards are in place regarding vendor HIPAA and data security compliance. In addition, this section is responsible for monitoring the Plan’s compliance with certain federal and state laws and Department and Division policies and rules.

### Primary Purpose of the Position

The Plan is seeking a knowledgeable, detail oriented, and self-motivated individual to serve as a key component of the Plan’s Contracting and Compliance Section. This position’s functions will include serving as the Department’s HIPAA Privacy Officer and the Plan’s 1557 Coordinator. This position’s functions will also provide contracting support by drafting certain contractual agreements and assisting with compliance surrounding the Plan’s data sharing activities.

%	Description of Work
<b>45%</b>	<b>HIPAA Privacy and Security Officer:</b> Serve as the Department’s HIPAA Privacy and Security Officer as follows: (i) monitor changes in laws and regulations affecting the Department and/or its vendors; (ii) respond to all HIPAA Privacy and Security questions and issues; (iii) conduct an assessment and gap analysis annually, and lead the Department’s plan to correct any areas of potential non-compliance or otherwise remediate any gaps in compliance; (iv) develop, review, and revise privacy and security policies and procedures, including the Department’s HIPAA manual; (v) develop training for new hires and employees; (vi) report breaches as required under the Department’s policies and procedures and federal law; and (vii) provide consultation and expertise on HIPAA Privacy and Security.
<b>25%</b>	<b>Contracting:</b> Draft and review various contractual agreements such as Business Associate Agreements, Data Use Agreements, and Non-Disclosure Agreements. Review contractual documents and vendor relationships to address privacy and security compliance issues. Participate in the procurement process to evaluate vendor HIPAA Privacy and Security requirements. Liaise with the Department’s IT Division as needed.

<b>15%</b>	<b>Data Security:</b> Assist with the Plan’s review of data sharing opportunities and vendor compliance. Draft, edit, and provide input for data sharing policies and agreements. Serve on the Plan’s Data Governance Committee. Liaise with the Department’s IT Division as needed.
<b>5%</b>	<b>Section 1557 Coordinator:</b> Serve as the Plan’s 1557 Coordinator: (i) monitor changes in laws and regulations affecting the Plan; (ii) investigate complaints; and (iii) respond to complaints in writing.
<b>5%</b>	<b>Policy Coordinator:</b> Serve as the Plan’s policy coordinator: (i) maintain all Plan policies and serve as point of contact for policy related inquires; (ii) monitor Plan policies to ensure they are current.
<b>5%</b>	Other duties as assigned.

**Competencies, Knowledge, Skills and Abilities Required in this Position**

The ideal candidate must:

1. Have substantial knowledge of HIPAA Privacy and Security Rules and Section 1557 of the Affordable Care Act.
2. Have experience applying the above mentioned regulatory requirements to a health care business operations environment through administration of a compliance program and must have familiarity with industry security standards such as NIST, ISO, SANS, COBIT, and CERT.
3. Possess working knowledge of, and experience researching, case, statutory, and common law; federal regulations; and administrative agencies’ interpretations and communications of those regulations.
4. Have working knowledge of judicial, administrative, and alternative dispute procedures, and the rules of evidence followed in those proceedings.
5. Have excellent research, writing and reading comprehension skills in general, and in particular as they relate to legal, regulatory, and compliance issues.
6. Be able to communicate clearly and concisely with great attention to detail.
7. Be able to envision and comprehend the “big picture,” as well as execute the small details necessary to accomplish particular tasks necessary for implementation.
8. Be able to effectively present information to the Plan’s Leadership Team.
9. Be able to establish and maintain effective working relationships within the Department and with Plan vendors and stakeholders.
10. Possess effective time management skills, must be able to work independently and make sound decisions regarding project prioritization.

**Education and Experience Required:**

Graduation from a four-year college or university and three years of substantive relevant experience, or an equivalent combination of training and experience, are required. Certification in HIPAA Privacy and Security or Healthcare Compliance is required.

**Management Preference:**

A JD from an ABA accredited law school or Certified CISO is preferred but is not required.

**Work Schedule:**

- Monday – Friday
- 8:00 am - 5:00pm

The Department of State Treasurer's campus is located on Atlantic Avenue, is surrounded by many shopping centers and restaurants, has access to a 24-hour 7-day a week free gym on the campus, and offers a competitive benefit package, and has free employee parking!

This position is not considered remote. Currently Plan Staff are assigned one day per week plus one day per month to work remotely. Telework is applicable after onboarding.

**Submit resume to [SHPEmployment@nctreasurer.com](mailto:SHPEmployment@nctreasurer.com)**