



## CLASS SPECIFICATION

**Class Title:** Information Privacy Administrator  
**Department:** Clerk  
**Merit:** Non-exempt  
**FLSA:** Exempt

**Class Code:** 2267  
**Grade:** 25  
**Eff. Date:** 1/13/2025

### GENERAL PURPOSE

Under the general supervision of the County Clerk or Chief Deputy leads in developing, implementing and maintaining a comprehensive privacy program for the county.

### EXAMPLE OF DUTIES

Develops and maintains the Davis County's data privacy policies and procedures, which are compliant with federal and state laws, regulations and best practices.

Collaborates with departments, identifies non-compliant data processing activities, prepares strategies and provides guidelines to ensure compliance.

Serves as a subject matter expert on privacy practices, providing guidance and support to stakeholders on the adoption and the implementation of 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 procedures and documentation related to the privacy program, including training for employees. Monitors and ensures the completion of mandatory data privacy training by employees.

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

Serves as a liaison between the County and regulatory agencies on privacy matters, and coordinates regulatory reporting associated with information privacy administration.

Collaborates with departments, attorneys and county purchasing personnel to ensure contractors are in compliance with privacy requirements related to personal data processing.

Coordinates requests for amendment or correction of personal data, providing necessary procedures and support. Collaborates on the retention and disposal 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 additional duties as assigned in support of the responsibilities of the Clerk's Office.



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### 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/US and/or CIPM.

#### 2. Special Qualifications:

Must pass a criminal history background investigation.

Must obtain within 6 months of employment Certification in data privacy CIPP/US or CIPM.

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; 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); 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 or other assignments related to responsibilities of the Clerk's Office. 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.***