

Arizona Computer Services, Inc.

Job Description

Security Manager

Position Title: Security Manager

Supervisor: Board of Directors

General Purpose: The information security manager's primary goals are to protect the confidentiality and integrity of information, and maintain the technical mechanisms of legitimate access to it.

Responsibilities:

Policy Development and Implementation:

- Reviews, upgrades, documents and implements the practice's information security policies and procedures for the following areas:

- Access to information

- Confidentiality of information

- Physical security of information

- Disaster recovery and business continuity planning

- Security audit systems

- Information security and confidentiality training

- Prepares the practice's disaster recovery and business continuity plans for information systems breakdowns (both minor and major).

- Provides direct information security training to all employees, contractors, alliances, and other third parties. Initiates, facilitates, and promotes activities to foster information security awareness within the organization.

Policy Maintenance:

- Monitors internal control systems to ensure that appropriate information access levels and security clearances are maintained, including performing information security risk assessments.

- Monitors compliance with the organization's information security policies and procedures among employees, contractors, alliances, and other third parties, and refers problems to the appropriate administrator(s).

- Performs internal audits on information security processes to find weaknesses in physical and technical security issues.

- Assists the clients of Arizona Computer Services, Inc. In the development and implementation of security policies and procedures to help in the client's endeavor to achieve HIPAA compliance.
- Examines changes in federal and state legislation and accreditation standards that affect information security.
- Monitors upgrades and other changes in technology to discover possible improvements to current information systems. The following organizations regularly publish updates on information security standards:
 - American Health Information Management Association (AHIMA), www.ahima.org
 - Computer-based Patient Record Institute (CPRI), www.cpri.org
 - Information Systems Security Association, www.issa.org
 - National Institute of Standards and Technology, Computer Security Division, www.itl.nist.gov/div893
 - International Computer Security Association (ICSA), www.icsa.net

Qualifications:

Education:

Completion of undergraduate college with major in administration, business, or human resources, or other educational level relative to the size and scope of the practice. Some degree of technical education or experience in IT systems and processes.

Experience:

Knowledge and experience in information privacy laws, access, release of information, and release control technologies. Experience may be used in place of education

Demonstrated organization, facilitation, communication, and presentation skills.