
EMPLOYMENT OPPORTUNITY

Health Research Privacy Compliance Coordinator

The UCLA Center for Health Policy Research (Center) has an outstanding employment opportunity for a Health Research Privacy Compliance Coordinator (Coordinator). The Center is one of the nation's leading health policy research centers and the premier source of health policy information for California. Established in 1994, the Center is based in the School of Public Health and affiliated with the School of Public Affairs.

The Coordinator is responsible for ensuring the Center's compliance with confidentiality policies and security procedures for staff and all data received and released through the Center's Data Access Center.

Major responsibilities include:

- Ensure staff compliance with Center, CHIS and HIPAA confidentiality policies, conduct orientation for new staff, and periodic trainings for all staff.
- Negotiate restricted-access data agreements with funders.
- Consult with compliance specialists, as needed, to ensure compliance with confidentiality policies, HIPAA Business Associates Agreements, and security procedures for staff and all data received and released through the Center's Data Access Center.
- Prepare and coordinate CHIS applications to the UCLA and state human subjects institutional review boards and Federal Office of Management and Budget (OMB) in compliance with applicable policies and procedures.

Qualifications:

- Degree in social sciences, survey research, public health, law, demography or a related field, or combination of relevant experience and education.
- Knowledge of research ethics and human subjects issues, processes, and standards (including HIPAA).
- Skills in developing applications to institutional review boards and drafting data sharing agreements with federal, state and private organizations.
- Understanding of data systems and security, including the ability to summarize and inspect logs for compliance with HIPAA and human subjects requirements.

Compensation: \$4,187 - \$7,539, commensurate with experience. Excellent benefits. EOE.

How to Apply: Go to: <https://hr.mycareer.ucla.edu>, search Campus Job Openings, Req. # 13965