

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: DATA PRIVACY ANALYST

TITLE #: 1224

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative level position that provides guidance to school districts in the implementation of policies and procedures related to data privacy and security. The incumbent in this position is responsible for the organization, analysis and evaluation of a school districts' compliance with Education Law 2-D regarding privacy and security of student, teacher or principal data, and the Parents Bill of Rights. Additionally, the incumbent will provide other school districts with support of meeting the requirements of NYS and Federal data privacy laws and regulations including but not limited to NYS Part 121 (Protecting Personally Identifiable Information). Work is performed under the direct supervision of Director of Technology. Does related work as required.

TYPICAL WORK ACTIVITIES:

Consults with the districts on their needs of data privacy and security and provides assistance and guidance in the implementation of policies and procedures;

Maintains current knowledge of cybersecurity best practices and all Federal, NYSED and NYS laws and regulations regarding cybersecurity;

Provides leadership and guidance to assist school districts with the implementation of federal and state regulations related to data privacy and security. This includes providing recommendations for and utilitions of various privacy tools and technologies;

Supports the districts Data Protection Officer (DPO) in making recommendations for resolutions;

Consults with the district on existing cybersecurity risk assessment or upon engagement coordinate/audit organization cybersecurity;

Coordinates other BOCES services where applicable;

Assists districts in coordinating/planning employee training in cybersecurity;

Assists districts in creating incident response and breach notification plans;

Assists districts in developing recovery planning processes and documentation;

Assists districts in investigating and creating and performing next steps in the event of data security incidents;

Assists in the investigations of all component district data breach complaints;

Performs data related tasks including running and distributing reports, as well as importing and exporting data;

Shares information regarding current cybersecurity trends and best practices;

Serves as a knowledgeable data privacy resource for Orange-Ulster BOCES as well as participating component districts via telephone, email and/or in person;

Performs other duties as assigned.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of New York State assessments, school/student information systems and related software applications; knowledge of New York Education Law and Federal data privacy laws and regulations; knowledge of database management system and design methods; knowledge of the procedure used in compiling, tabulating and verifying statistical data; ability to analyze database requirements; ability to maintain confidentiality; ability to manipulate data and to produce various reports, tables, charts, etc; ability to communicate clearly and effectively, both in orally and in writing; ability to establish and maintain effective working relationships; ability to understand and follow complex instructions; ability to organize work in a logical manner; initiative; good judgement; personal integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher in Computer Science, Cybersecurity, Computer Engineering or related field; and a minimum of one (1) years of experience in data protection or Cybersecurity; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Computer Science, Cybersecurity, Computer Engineering or related field; and a minimum of two (2) years of experience as outlined in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) and (B) above; OR

NOTE: Possession of any of the following certifications, CISSP, CIPP, CIPM, Comp TIA Security+, GSEC, NCSF, OSCP, CEH, CCSP, may be substituted for one (1) year of the required experience in Data Protection or Cybersecurity.

JURISDICTIONAL CLASS: Competitive

ADOPTED: 5/21/21