



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Office of General Counsel Attorney I Position

The Office of General Counsel is seeking potential candidates for the position of **Attorney I** to oversee compliance in the following areas: privacy, civil rights, and the American with Disabilities Act.

The job duties for this position include, but are not limited to, the following:

Privacy Officer

- Implement and administer all aspects of MSDH's privacy policies and procedures to ensure compliance with all Federal and state privacy laws, rules, and regulations.
- Investigate privacy breaches and complaints and ensure appropriate remediation is completed.
- Conduct privacy audits and assist with privacy risk assessments.
- Assist with breach assessments, breach reporting, and incident response.
- Educate staff on the various aspects of privacy and patient confidentiality.
- Review and update, as needed, the agency's privacy policies and procedures.
- Research federal and/or state privacy laws and advise program areas.
- Serve as a resource to all departments in establishing methods to improve efficiency and reduce vulnerability to privacy issues.
- Review all agency contracts and agreements for compliance with privacy laws.
- Make decisions based on law, regulations, federal guidance, policies, and procedures.
- Make oral and written reports containing findings and recommendations and assist with implementing solutions.

Civil Rights Coordinator

- Coordinate the development and implementation of MSDH's civil rights policies and related legal requirements to ensure compliance with all applicable laws and regulations.
- Oversee compliance measures and monitoring to ensure civil rights policies are effective and strictly adhered to.
- Ensure MSDH employees, subcontractors, and subgrantees receive appropriate training regarding civil rights laws and MSDH's civil rights policies and procedures.
- Investigate civil rights complaints and provide a determination to the requesting party.
- Make decisions based on law, regulations, federal guidance, policies, and procedures.
- Make oral and written reports containing findings and recommendations and assist with implementing solutions.

ADA Coordinator

- Facilitate compliance with the American with Disabilities Act (ADA) Title II regulations and Section 504 of the Rehabilitation Act of 1973.
- Ensure complaints of discrimination on the basis of disability are processed in accordance with all applicable laws and regulations.
- Educate staff on the various aspects of ADA compliance.
- Make decisions based on law, regulations, federal guidance, policies, and procedures.
- Make oral and written reports containing findings and recommendations and assist with implementing solutions.

Additional Job Duties

- Perform special or related duties as assigned.

Salary Range: \$70,000.00 - \$75,000.00 based on education and experience.

Location: Hinds County

Qualifications: Must be licensed to practice law in the state of Mississippi.

How to Apply: Interested applicants should submit: 1) a cover letter indicating the title and location(s) for the area in which he/she is applying; and 2) a *State of Mississippi Employment Application* (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to recruitment@msdh.ms.gov with **Office of General Counsel, Attorney I** in the subject line or to:

Mississippi State Department of Health
Office of Human Resources
Attn: Office of General Counsel
P.O. Box 1700
Jackson, MS 39215

To learn more about the Mississippi State Department of Health, please visit our website at <http://www.msdh.state.ms.us>.