



**HEALTH ONE ALLIANCE, LLC, ITS SUBSIDIARIES AND AFFILIATES,
INCLUDING ALLIANT HEALTH PLANS
JOB DESCRIPTION**

JOB TITLE:	IT Security and Risk Manager	LOCATION:	Dalton, Georgia
DEPARTMENT:	Information Technology	REPORTS TO:	Chief Operating Officer and Director of IT

Job purpose

The IT Security and Risk Manager is responsible for designing, planning, developing, implementing, maintaining, supporting and documenting all Company information security-focused tools, services, applications, and methodologies. The position will work with the Director of Information Technology to define the security direction for the Company, including systems, networks, user services, and vendor development efforts, and to develop and interpret information security policies and procedures.

Duties and responsibilities

- Manages the planning and implementation of additions, deletions and major modifications to the corporate infrastructure
- Implements network security
- Acts as the Company's HIPAA Security Officer
- Responsible for all HIPAA Security Policies and Procedures
- Manages the Help Desk
- Utilizes in-depth technical knowledge and business requirements to design and implement secure solutions to meet organization's and customer/client needs while protecting the Company's assets
- Develops security standards, procedures, and guidelines for multiple platforms
- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies
- Studies organizational goals, strategies, practices, and user projects, and then researches and recommends technology solutions
- Completes projects by coordinating resources and timetables with user departments and data center
- Audits information systems, platforms, and operating procedures in accordance with established corporate standards for efficiency
- Verifies application results by conducting system audits of implemented technologies
- Evaluates IT infrastructure in terms of risk to the organization and establishes controls to mitigate loss
- Determines and recommends improvements in current risk management controls and implementation of system changes or upgrades
- Ensures that Company assets are maintained responsibly
- Develops, implements, and manages the overall enterprise process for security strategy and associated architecture and engineering standards

- Identifies protection goals, objectives and metrics consistent with corporate strategic plan and works with executives to prioritize security initiatives and spending based on appropriate risk management and/or financial methodology
- Manages the development and implementation of global security policy, standards, guidelines and procedures to ensure ongoing maintenance of security
- Leads crisis management exercises in preparation for security event
- Reviews Information Technology contracts and works with legal counsel to make recommendations to Supervisors
- Acts as a liaison with state and regulatory agencies related to Information Technology interviews and documentation requests
- Other duties as may be assigned

Qualifications

- Bachelor's Degree in area of specialty
- 5+ years' experience in Network/System Administration
- Healthcare industry experience preferred
- Knowledge of HIPAA Security Rule, and familiarity of HITRUST CSF required
- Risk management experience with proven ability to effectively apply risk principles to challenging business situations
- Strong negotiation skills

Competencies

- **Ethics** - Honest, accountable, maintains confidentiality
- **Reliability** - The extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time. The degree to which the employee is reliable, trustworthy, and persistent.
- **Sense of Urgency** - Meets deadlines, establishes appropriate priority, gets the job done in a timely manner
- **Communication skills** - Possesses effective communication skills: oral, written, listening.
- **Conflict management** - Good listener, committed to finding solution to problems, works well with difficult people
- **Initiative** - Takes action, seeks new opportunities, strives to see projects to completion
- **Internal Controls** - Knowledge of and ability to create, implement, evaluate and enhance internal control processes.
- **Job knowledge** - Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials.
- **Planning & Organizing** - Displays ability to effectively plan, organize and implement applicable tasks or projects in relation to established goals and objectives.
- **Problem Solving & Decision Making** - Displays ability to define a problem, develops workable and realistic alternatives, and selects appropriate alternative to resolve problem. Decisions made are generally correct, and the time taken to make such decisions is reasonable.

Physical, Mental, Environmental & Working Conditions

Moderate amount of walking, sitting, and writing. Moderate to significant amount of stress in meeting deadlines and dealing with day-to-day events in the execution of job duties. Needs flexibility and adaptability to change. Candidate must be self-disciplined and a self-starter and able to work independently with a flexible work schedule. Must be able to drive a vehicle and daytime/overnight travel as required.

Direct reports

IT Support Assistant
Systems/Network Administrator

Version:	Owned By:	Executive Review/Approval:	Date:	Choose One: Initial - Review Only - Revised
0.1	Human Resources		03/22/2017	DRAFT
1.0	Human Resources	Amanda Reed, COO	03/23/207	Initial