



# Employment Opportunity for: Security Policy Analyst

## Position Purpose

The Security Policy Analyst works as part of the MiHIN security team and is responsible for maintaining the confidentiality, integrity and availability of all MiHIN systems and data. The analyst assists in ensuring that MiHIN policies and procedures are appropriately scoped and updated, performing risk and gap assessments, control recommendations and completion of 3<sup>rd</sup> party risk assessment documentation. The successful candidate will have a strong understanding of HIPAA, HITECH and other state and federal regulatory rules.

## Essential Functions and Basic Duties

- Participate in the creation and maintenance of HIPAA, NIST, and HITRUST compliant security policies, procedures and controls
- Assist in third party security assessments and audits
- Assist with security risk assessments
- Perform security and privacy auditing as needed
- Establish and maintain mechanisms to track access to protected information, and provide reports of this access as required
- Ensure that reporting systems comply with HIPAA security and privacy rules
- Maintain current knowledge of applicable federal and state laws and accreditation standards
- Other duties as assigned

## Required Qualifications

- Bachelor's degree in a related field (Information Assurance, Computer Science, Health Information Management, etc.)
- Three (3) years of information security experience at a HIPAA-regulated organization
- Excellent understanding of HIPAA Security and Privacy rules
- Excellent written and verbal communication skills
- Discreet professional demeanor and ability to maintain appropriate confidentiality
- Superior Microsoft Office skills

## Desired Qualifications

- Certifications: CISSP, CISM, HCISPP
- Knowledge of cloud architecture and security requirements
- Experience or understanding of health information technology, health information exchange, and federal HIT programs



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**Position Reports to:** MiHIN Security Director

**Supervisory Role:** This position does not manage other employees or contractors.

**Job Location:** East Lansing, MI

### What is MiHIN?

The Michigan Health Information Network Shared Services (MiHIN) is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, health information exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.

### Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in healthcare. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.

### Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN may also contribute to a Health Savings Account, known as an HSA, to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and* the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.

### Application Instructions

- Please email cover letter, resume, and three full references to [jobs@mihin.org](mailto:jobs@mihin.org) for consideration
- Review will begin immediately as qualified candidate applications are received and will continue until the position is filled



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### Notice

MiHIN does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Applicants must be legally permitted to work in the United States and have the ability to pass a background and history check in keeping with federal and state regulations.