



**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

**POSTING #:** 102-20 **ISSUE DATE:** November 18, 2020  
**TITLE:** **LEGAL SPECIALIST (UNCLASSIFIED)** **CLOSING DATE:** December 2, 2020  
**FUNCTIONAL TITLE:** **PRIVACY OFFICER**  
**LOCATION:** Department of Children and Families  
Office of Legal Affairs  
50 East State Street  
Trenton, NJ 08625  
**POSITIONS:** 1 **RANGE:** X98  
**DISTRIBUTION:** STATE-WIDE **SALARY:** Commensurate with education and experience.

**SCOPE OF ELIGIBILITY:** Opportunities are subject to current promotional and hiring restrictions.

**DEFINITION:** Under direction of the Chief Executive Officer or other supervisory official in a state department, institution, or autonomous agency, performs confidential legislative, legal, and policy-influencing research related to department programs, in conformance with guidelines established by the State Attorney General; acts as liaison between a state department and the Office of the Attorney General in receiving, formulating, and transmitting requests for legal advice on behalf of a state agency; prepares reports and recommendations on the impact of proposed or existing legislation; does related work as required.

This position will have responsibility for the following:

- Serve as DCF's Open Public Records Act (OPRA) Custodian
- Oversee DCF compliance and enforcement of the Health Insurance Portability and Accountability Act (HIPAA)
- Provide guidance on requests for health information
- Review and monitor court and attorney requests for files and health information
- Monitor the Health Information Technology for Economic and Clinical Health (HITECH) Breach Notification Policy
- Create and implement annual trainings for HIPAA covered employees
- Produce annual report around HIPAA disclosures
- Work with Information Technology to ensure HIPAA security requirements are met
- This position will also serve as the Department's ADA Title II Coordinator. They will be responsible for training DCF staff, ensuring ADA notices are maintained in offices, and that grievance procedures are being followed for the families served by DCF

### REQUIREMENTS:

**EDUCATION:** Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

**-OR-**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.

**NOTE:** Appointees currently matriculating in an accredited law school as an L.L.B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.

**NOTE:** The legal specialist may be a fulltime law school student working for the state on a limited parttime basis or during periods when law school is not in session.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### IMPORTANT NOTICE

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

### Electronic Filing:

Forward a cover letter and resume electronically to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

Include the Job Posting # in the subject line of your email.