

University of California, Santa Cruz

Privacy and Information Practices Analyst

Office of the Chancellor

<http://privacy.ucsc.edu>; <http://infopractices.ucsc.edu>

Job #: 1909036

Full Time; Career

Starting Salary Range: \$3,816.67-\$6,650.00/monthly. Salary commensurate with qualifications and experience.

UC Santa Cruz strives to embrace diversity in all its forms; it strives to be an inclusive community that fosters an open, enlightened & productive environment.

Uses skills as a seasoned, experienced professional with a full understanding of analytical practices, policies and procedures; researches, analyzes and develops solutions to a wide range of issues. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Primarily deals with policies, programs and proposals which are complex in nature and diverse in scope. Develops new programs, policies or procedures for possible implementation.

Working under the direction of the Information Practices Director, the Privacy & Information Practices Analyst serves as a knowledge expert in the arena of public records, information practices, and third-party subpoenas. The Information Practices Analyst accepts, examines, analyzes, and processes public records and information practices requests, and subpoenas within legal time constraints of the California Public Records (CPRA), Information Practices Acts (IPA), and related statutes and University of California policies. The incumbent must work in an environment that requires a high level of confidentiality. There is a heavy work load, with pressing deadlines and shifting priorities, requiring that work be done promptly and with a high degree of accuracy. The ability to adapt to constantly shifting priorities, strict and sometimes competing deadlines and unexpected urgent situations is critical. Teamwork is essential.

The Office of the Chancellor is the lead administrative office overseeing all areas of the University of California, Santa Cruz. As part of the Chancellor's Office, the Office of Campus Counsel supports the mission and purpose of the University of California, Santa Cruz campus and the UC system-wide Office of General Counsel. The Office of the Campus Counsel is responsible for representing the campus on all legal matters, including supporting the Office of Information Practices. Information Practices administers the campus's response to requests for public and subpoenaed University records and provides technical and practical assistance to the campus on matters related to public access to and disclosure of information maintained in University files.

As representatives of Chancellor's Office, immediate staff are expected to model the UCSC Principles of Community in their interactions with senior leaders, faculty, students and staff at all levels of the organization, with colleagues throughout the UC system and

in their interactions with agencies, organizations and individuals outside of the UC system.

This position requires passing a pre-employment criminal history background check. Selected candidates cannot begin work until passing their background check. Please note: Time required to complete this process may vary and can be lengthy.

Qualifications include:

- Bachelor's degree in business or related area and/or equivalent experience/training.
- Minimum of three years of experience in a professional office setting.
- Demonstrated record of accuracy and attention to detail.
- Demonstrated acumen in formulating analytical approaches: determining which factors are relevant to the circumstances and arriving at conclusions that are appropriate to the situation at hand.
- Demonstrated ability to work independently on a self-directed basis and follow through to completion within assigned areas of responsibility with little or no supervision.

Position is open until filled; Initial Review Date: 10-02-2019

APPLICANTS ARE REQUIRED TO USE THE UCSC ON-LINE PROCESS

View full job description and access on-line application:

<https://apptrkr.com/1602173>

To ensure review of application materials by the hiring unit, they must be submitted on or before the initial review date (IRD) via the Staff Employment Opportunities web site; <https://jobs.ucsc.edu>. A computer is available at the UC Santa Cruz Staff Human Resources Office located at Scotts Valley Center. The Scotts Valley Center is located at 100 Enterprise Way, Suite E100, Scotts Valley, CA 95066. To learn more or to request disability accommodations, call 831-459-2009. Hearing impaired are encouraged to use the California Relay Service at 800-735-2922. UC Santa Cruz is an Equal Opportunity Employer.