



Connecting Disconnected Data™

POSITION OPENING

Job Title: Compliance Analyst

Reports: Chief Information Security Officer

GENERAL SUMMARY

Assists in the oversight of the compliance program and security controls for Vyne Medical. Responsibilities include controls testing, working with auditors and internal teams, and providing technical guidance to ensure compliance with regulatory requirements. Provides business analysis and recommendations to implement operational controls to ensure quality and secure business-driven solutions through the efficient use of processes, resources, and technology.

Duties & Responsibilities

- Evaluates information to determine compliance with standards; uses relevant information and judgement to determine whether events or processes comply with laws, regulations, or standards.
- Participates in the development and evaluation of information security policies, standards, procedures, and guidelines as they pertain to regulatory or customer compliance requirements.
- Participates in both internal and external audit activities; aids in compliance audits in support of HIPAA, PCI DSS, HITRUST, etc.
- Identifies and evaluates risks and provides suitable recommendations.
- Coordinates audit-related activities to ensure readiness of managers and their teams for audit testing.
- Assists with formal responses to customer and regulatory requests regarding security services, policies, controls, and mechanisms; provides regular communication with regulatory, privacy, security, and legal stakeholders within and outside the company.
- Assists in implementation of technical tools in support of risk management and compliance; validates that assets are in compliance with policies and procedures through both manual and automated methodologies; provides management status reports and escalations on all risk management and compliance efforts; tracks corrective and preventative actions in support of policies and procedures.
- Other projects and duties as assigned.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



Connecting Disconnected Data™

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Knowledge, Skills, and Abilities:

- High School diploma or GED equivalent.
- Bachelor's degree preferred, but not required.
- Experience with common security standards and frameworks (HITRUST, PCI, SOC, COBIT, NIST, etc.)
- Excellent written communication skills.
- Experience with a GRC platform (Logicgate or similar) desired.
- Knowledge of commonly used concepts, practices, and procedures; security protocols and standards.
- Ability to collect and analyze complex data; use data extraction and analysis tools.
- Use active listening skills, effective written and verbal communication.

Security Roles/Responsibilities:

- **Protected Health Information ("PHI") Internal**, by exception - This position may have access to and be responsible for the security of PHI/PI on an incidental basis.
- **Protected Health Information ("PHI")** by customer request - This position may have access to and be responsible for the security of PHI/PI on a daily basis.
- **Human Resource Information** - This position may have access to and be responsible for the security of information including salary, insurance, reviews, resumes.
- **Financial Information** - This position may have access to and be responsible for the security of financial information, including customer account information.
- **Financial Admin** - This position may have access to and be responsible for the security of financial administrative accounts and corporate accounts.
- **Application Admin** - This position may have access to and be responsible for securely administering user access to corporate applications.
- **Support Admin** - This position may have access to and be responsible for supporting customer technical needs, which may include securing customer's sensitive technical information.
- **System Admin** - This position may have access to and be responsible for the security of root access to Vyne Medical's infrastructure.

Vyne provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetics, or veteran status. In addition to federal law requirements, Vyne follows applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.