

# JOB DESCRIPTIONS

## Organizational Roles and Responsibilities

<b>Control Reference</b>	HR-16
<b>Document Version</b>	1.0
<b>Effective Date</b>	June 1, 2026
<b>Next Review</b>	June 1, 2027
<b>Classification</b>	Confidential – Internal & Customer Use
<b>Maintained by</b>	Altnetix LLC Security & Compliance Team
<b>Contact</b>	compliance@altnetix.com



## Chief Executive Officer / Founder

---

Altnetix LLC — Chief Executive Officer / Founder

### Role Summary

Leads the strategic direction, product vision, customer relationships, and operational management of Altnetix LLC and the VitaAI platform. Accountable for business growth, regulatory compliance posture, and organizational culture.

### Key Responsibilities

- Set and communicate Company strategy, OKRs, and product roadmap
- Oversee financial management, fundraising, and investor relations
- Serve as primary point of contact for enterprise customers and strategic partners
- Ensure compliance with HIPAA, HITECH, and applicable healthcare regulations
- Build and manage the leadership team and organizational structure
- Lead security and compliance governance as initial Security Officer

### Qualifications

- Experience in healthcare technology, EHR systems, or clinical informatics
- Understanding of HIPAA/HITECH compliance requirements
- Strong technical aptitude and familiarity with cloud architecture

## Lead Software Engineer

---

Altnetix LLC — Lead Software Engineer

### Role Summary

Designs, develops, and maintains the VitaAI platform's frontend and backend systems. Responsible for technical architecture, code quality, security implementation, and engineering best practices.

### Key Responsibilities

- Architect and develop features for the VitaAI ASP.NET Core API and React frontend
- Implement security controls including authentication, authorization, and encryption
- Conduct code reviews and enforce OWASP secure coding standards
- Manage Azure infrastructure, CI/CD pipelines, and release deployments
- Maintain FHIR R4 integrations and HL7 v2 interfaces
- Document system architecture, APIs, and security controls

### Qualifications

- Proficiency in C# / .NET, React/TypeScript, and Azure cloud services
- Experience with healthcare interoperability standards (FHIR, HL7)
- Familiarity with HIPAA technical safeguards and OWASP Top 10

## Security and Compliance Officer

---

Altnetix LLC — Security and Compliance Officer

### Role Summary

Oversees the Company's information security program, HIPAA compliance posture, SOC 2 readiness, and risk management. Serves as the designated HIPAA Security Officer and Privacy Officer.



## Key Responsibilities

- Maintain and update the Company's HIPAA Security and Privacy policies
- Conduct annual HIPAA risk assessments per 45 CFR §164.308(a)(1)
- Manage TrustCloud compliance program and evidence collection
- Oversee security incident response and breach notification procedures
- Coordinate annual penetration testing and vulnerability remediation
- Deliver HIPAA and security awareness training to all workforce members
- Maintain vendor risk assessments and BAA execution

## Qualifications

- CISSP, CISM, or equivalent security certification preferred
- Strong knowledge of HIPAA/HITECH, SOC 2, and NIST CSF
- Experience with healthcare compliance and risk management

## DevOps Engineer

---

Altnetix LLC — DevOps Engineer

### Role Summary

Manages the Company's cloud infrastructure, deployment pipelines, monitoring, and operational reliability on Microsoft Azure.

### Key Responsibilities

- Manage Azure App Service, SQL Database, Key Vault, and blob storage environments
- Maintain CI/CD pipelines in Azure DevOps for automated testing and deployment
- Implement and monitor infrastructure security controls (NSG, WAF, RBAC)
- Manage TLS/SSL certificates, DNS, and network security configuration
- Operate backup, disaster recovery, and business continuity procedures
- Monitor system health via Application Insights and Azure Monitor

### Qualifications

- Experience with Microsoft Azure IaaS/PaaS services
- Proficiency in infrastructure-as-code (Bicep, ARM, or Terraform)
- Understanding of cloud security baselines and CIS benchmarks

## Customer Success Manager

---

Altnetix LLC — Customer Success Manager

### Role Summary

Manages customer relationships, onboarding, training, and satisfaction for healthcare organization subscribers.

### Key Responsibilities

- Onboard new healthcare customers and coordinate go-live activities
- Conduct user training and develop clinical workflow documentation
- Serve as primary escalation point for customer support issues
- Monitor customer health metrics and proactively address adoption challenges
- Gather product feedback and represent customer voice to engineering
- Support contract renewals and expansion opportunities



## **Qualifications**

- Experience in healthcare IT or clinical informatics preferred
- HIPAA Privacy training required within 30 days of hire
- Strong communication skills and customer-facing experience