

COUNTY OF SOLANO COMPLIANCE OFFICER

DEFINITION

Under general administrative direction, plans, organizes, implements, monitors, maintains and administers the County's compliance activities, coordinates the County's comprehensive compliance program.

CLASS CHARACTERISTICS

This is a single position class responsible for all aspects of the County's Compliance Program. The incumbent in this class functions independently

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the County's Risk Manager

May supervise other professional, technical and/or clerical staff engaged in compliance related activities.

EXAMPLES OF DUTIES

Implements and operates a County-wide compliance program;

Initiates, develops and revises written policies, procedures, and standards for the operation of a compliance program that complies with all applicable federal, state, and local requirements including, but not limited to, complying with Medicare/Medicaid requirements, appropriate Health Insurance Portability and Accountability Act of 1996 (HIPPA) requirements; and the Office of Inspector General's (OIG) compliance program components;

Develops and oversees compliance training curricula for internal and external trainings and assists in the training of County staff, volunteers, medical and other professional staff, contractors, alliances, business associates and other appropriate third parties.

Monitors and reviews County department policies and procedures to ensure regulatory changes in all federal and state programs are integrated and implemented. Conducts periodic assessments to evaluate compliance, effectiveness and operationalization of procedures and programs;

Establish and administer a process for receiving, documenting, tracking, investigating and taking action on all complaints concerning non-compliance of state, federal and local regulations and requirements;

Establishes procedures and conducts routine audits/reviews of adherence to adopted policies and procedures, quality assurance practices, and fiscal management requirements; identifies and rectifies barriers to compliance;

Responds to alleged violations of regulations or unethical or improper conduct; initiates investigative and corrective action as necessary; develops policies for addressing compliance violations;

Oversees investigation procedures including research of alleged noncompliance with state, federal, and/or local regulations, information gathering and process documentation;

Coordinates and consults with other departments as necessary to direct compliance issues to appropriate channels for investigation and resolution; consults with other departments as necessary to resolve legal compliance or disciplinary issues;

Identifies potential areas of compliance vulnerability and areas at high risk for non-compliance; performs initial and periodic risk assessments; conducts related ongoing compliance monitoring activities;

Develops procedures and mechanisms to encourage all employees and clients to report suspected fraud, waste and abuse without fear of retaliation;

Participates on County teams as assigned in exercising the duties of this position; represents the County effectively at meetings, before boards, commissions and committees;

Prepares a variety of effective, clear and concise reports and correspondence; prepares, composes, or completes various forms, correspondence, agenda items, agendas, studies, statistical data, spreadsheets, brochures, or other documents; maintains files and records;

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing spreadsheet, database, desktop publishing, accounting, calendar and e-mail programs; internet, or other computer programs;

Performs general/clerical tasks as necessary in the performance of duties;

Maintains a comprehensive, current working knowledge of applicable laws/regulations; monitors status of legislation impacting assigned departments; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Serves as liaison to regulatory agencies, both state and federal, relating to compliance, including privacy and security; prepares for and participates in visits by regulatory agencies;

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Federal, state, and local regulations including, but not limited to: HIPPA; OIG regulations; Mental Health, Medicare, and Medicaid requirements; Cal Works/FoodStamps/CalWIN programs including quality assurance standards; In Home Support Services; False Claims and Anti-Kickback statutes

County health care and social service programs;

Healthcare management, government compliance, legal services, internal audits, risk management, regulatory affairs

Health information privacy laws, access, release of information and release control technologies;

Effective interviewing and investigating techniques;

Principles and practices of organization, time management, public administration;

Techniques of administrative and systems analysis;

Principles and practices of project planning, monitoring and evaluation;

Methods of legal and factual research, including use of automated systems;

Computer software including word processing, spreadsheet and database applications

Skills to:

Utilize basic office equipment

Ability to:

Understand, interpret and apply rules, regulations and ordinances and federal state and local legislation;

Implement changes in procedures, policies, and programs as a result of changes to federal, state and local legislation;

Analyze, interpret and implement Medicare, Medicaid, state and federal public program regulations.

Research legal information fully and accurately to meet mandated timeframes, using both automated and manual legal research methods.

Develop and implement short and long-range project goals and objectives;

Perform effective interviews and investigations;

Organize work, coordinate multiple priorities/projects to meet prescribed deadlines;

Analyze situations accurately, develop reasonable alternatives and take effective action;

Prepare and present clear and concise correspondence, complex reports and recommendations;

Represent the County in an effective and professional manner;

Communicate effectively both verbally and in writing;

Establish and maintain effective working relationships with the public, other departments and agencies, boards and commissions, public officials, community groups and others contacted in the course of work.

Experience and Education/Training

Experience:

Four (4) years of responsible professional level experience in one or more of the following areas: regulatory compliance, quality assurance in a health services setting, legal analysis, health law and/or administration, health or social services information management and/or health or social services data system administration, risk management and/or regulatory investigations of health care or other governmental compliance issues.

Education/Training

A Bachelors Degree from an accredited college or university, preferably in Business Administration, Public Administration, Health Administration or a related field.

SPECIAL REQUIREMENTS

Must possess or obtain a healthcare compliance certificate from the Healthcare Compliance Certification Board (HCCB) of the Health Care Compliance Association (HCCA).

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of

objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Director of Human Resources

BOS Date: May 1, 2007