



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street , Unit 21  
Watkins Glen, NY 14891  
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Lorry Johnson  
Personnel Officer

### POSITION VACANCY

## Compliance Officer

Schuyler County Community Services

**LAST DATE TO FILE:** Applications accepted until position is filled.

**SALARY:** \$60,000 – 65,000 per year with excellent benefits.

**HOW TO APPLY:** Applicants must submit a Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. Applications **WILL NOT** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute “See Resume”** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

**VACANCY:** At the present time, there is one full time opening in the Schuyler Health Services Departments. This is a salaried position that falls within the Management/Confidential plan. The person hired will need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position.

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

**JOB DESCRIPTION:** This position involves the responsibility for ensuring that the codes, rules, and regulations based on applicable Federal, State, and County statutes are adhered to throughout the Health Services Department (Mental Health/Public Health), and that policies and programs are in keeping with quality standards of care. The incumbent is responsible for the continuous improvement of these policies and programs and works with considerable independence in formulating and implementing various work methods. Work is performed under the general direction of the Director of Community Services.

**TYPICAL WORK ACTIVITIES:**

Plans, develops, and monitors policies and procedures for quality assurance and agency compliance issues in accordance with Federal, State, and County laws and rules;  
Conducts internal audit on quality assurance policies and procedures, and monitor the effectiveness of compliance standards;  
Develops and facilitates training for departmental employees (including contractors and interns) related to corporate compliance issues and policy; and provides guidance to management, medical/clinical/billing program personnel regarding policies and procedures, as well as government laws, rules and regulations;

Participates in the agency process of Utilization Review to ensure timely and appropriate documentation for billing;

Prepares and maintains a variety of records and files related to quality assurance including quality assurance reports, assessment forms, etc. based on data gathered and analyzed;

Chairs Corporate Compliance Committee, Health Services' Incident Review and Quality Improvement/Quality Assurance Committees within the department;

Actively seeks up-to-date material and releases regarding regulatory compliance;

Maintains a reporting system (OMIG hotline) and responds to concerns/investigates, complaints and questions relating to the Compliance Plan and recommends corrective action;

Exclusion checking at point of hire and monthly thereafter of all work force members that have a role in Medicaid billing;

Act as lead contact in OMH's Continuous Quality Improvement Initiatives (PSYCKES, BEAM, Systems of Care)

Act as trainer and resource for other departments in areas of compliance and HIPAA;

Act as Health Services Safety Officer, Privacy Officer, Risk Manager and Complaint Officer.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally credited or New York State registered college or university with a bachelor's degree or higher in Education, Psychology, Social Work, Nursing, Public Health, Public Administration or closely related field, **and**

Two (2) years full time paid work experience in a New York State regulated agency such as the Office of Mental Health, Public Health or similar human service agency. Candidates with direct experience in the maintenance, review and development of policies and procedures are preferred

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us)  
or the Schuylers County Civil Service Office,  
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

**Date Issued: August 19, 2019**