



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street, Unit 21  
Watkins Glen, NY 14891  
(607) 535-8190 Fax: (607) 535-8193  
E-Mail: [ljohnson@co.schuyler.ny.us](mailto:ljohnson@co.schuyler.ny.us)

Lorry Johnson  
Personnel Officer

### Examination Open to the Public

## Compliance Officer - Exam #60204

EXAM DATE: March 04, 2023

**LAST DATE TO FILE:** January 27, 2023

**SALARY:** \$61,199 - \$76,499 dependent on experience with excellent benefit package which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. Information on Management benefits can be found at <http://www.schuylercounty.us/DocumentCenter/View/4349/Management-Confidential-Handbook-?bidId=>

**EXAM FEE:** \$15.00 non-refundable application fee must accompany application, payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check. Details concerning waiver of application fee are found in the "General Instructions."

**VACANCY:** At the present time there is one full time position that has been provisionally filled in this title in the Schuyler County Community Services Department. A permanent appointment will be made from the eligible list that results from this examination.

**RESIDENCY REQUIREMENT:** Candidates must be **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, and must be a resident of Schuyler County or a contiguous county at the time of appointment. 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;  
Conducts the agency process of Utilization Review to ensure timely and appropriate documentation for billing;

Chairs Health Services' Incident Review and Quality Improvement/Quality Assurance Committees within the department;  
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;  
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;  
Prepares, administers, and coordinates annual Patient Satisfaction Surveys;  
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;  
Maintains exclusion checking at point of hire and monthly thereafter of all work force members that have a role in Medicaid billing;  
Maintains NIMRS system for all incidents;  
Maintains up-to-date material and releases regarding regulatory compliance;  
Reviews all record releases for HIPPA compliance;  
Act as lead contact in OMH's Continuous Quality Improvement Initiatives (PSYCKES, Systems of Care) OUD, Telemental Health;  
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;  
Completes Telemental Health camera checks and maintains data; Schedules and coordinates finger print appointments;  
Completes background checks for all SCMH new hires.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of Federal, State, and County practices, laws, rules, and terminology regarding quality assurance and agency compliance; Thorough knowledge of Mental Health and Public Health practices, procedures, and principles; Ability to read, analyze, and interpret regulations, policies, and procedures; Ability to analyze and organize data and prepare records and reports; Ability to problem solve and propose solutions/corrective actions within the Department; Ability to communicate effectively both orally and in writing; Ability to establish and maintain good working relationships with others; Ability to operate a personal computer and utilize common software programs including word processing, spreadsheets, and databases

**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.

**SUBJECT OF EXAMINATION: Use of calculators is ALLOWED**

**1. Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order.

You must then choose, from four suggestions, the best order for the sentences.

## **2. Evaluating health care**

These questions test for knowledge of medical symptoms, diagnoses, treatments, and federal and New York State quality assurance standards and discharge planning; for the ability to apply this knowledge to given situations; and for the ability to evaluate client care and treatment.

## **3. Medical, psychiatric, developmental conditions and treatments**

These questions will test for knowledge in areas such as: acceptable treatments and standard medical alternatives; symptoms, tests, procedures, and treatments associated with specific diagnoses; evaluation of the appropriateness of treatment methods; characteristics of the various populations diagnosed with mental illness or intellectual/developmental disabilities.

## **4. Understanding and interpreting health records and reports**

These questions test for the ability to read, interpret, and apply information used in evaluating health care. You will be required to read and interpret selections from medical records and reports; laws, rules, and regulations relating to health care; and/or narratives on health-related topics.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

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

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Issue Date: December 16, 2022

## ***SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS***

**Application:** An original application must be filed for each separate examination. Applications must be received by 4:30 p.m. on the Civil Service office on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a resume does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying as no attempt will be made to locate candidates who have moved. Download application and forms at web site [www.schuylercounty.us](http://www.schuylercounty.us).

**Education:** A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

**Application Fee:** Application fee of \$15 (\$25 for Uniformed Protective Services exams) must be submitted with application. Pay by cash, money order or check made payable to Schuyler County Treasurer. Write exam name and number on check.

**Application Fee Waiver:** A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household or if you are eligible for Medicaid, receiving Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance), or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete an “Application Fee Waiver Request and Certification” form and submit it with your application.

**Application Review:** Disqualified candidates will receive a letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive a letter within five days of the examination, call Civil Service at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

**Residency:** Candidates must be legal residents of Schuyler County of one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

**Multiple Examinations:** Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

**Crossfiling - Multiple Examinations Scheduled For The Same Day:** If you have applied for any other civil service examinations to be given on the same test date by New York State or any other local government jurisdiction, you must notify Schuyler County Civil Service of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination. (2) If you have applied for examination with another local civil service agency, submit a crossfiling form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

**Calculators:** Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No headphones, books or other reference materials are allowed.

**Eligible Lists:** Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

**Rating:** This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

**Veterans/Military:** Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

**Children of Firefighters and Police Officers Killed in the Line of Duty:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

**Alternate Test Date for Religious Observers:** Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

**Disabled Persons:** If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

**School District Positions:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from that state education department is required.

**Background Investigation:** Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

**NYS Civil Service Test Guides** for certain exams and *How to Take a Written Test* are at <http://www.cs.state.ny.us/testing/localtestguides.cfm>.