

Compliance Analyst (Department Analyst II)

Marin County – Health & Human Resources

Job Location: San Rafael, CA

Full Time, Regular

Remote Employment: Flexible/Hybrid

ABOUT THE POSITION

The Compliance Analyst (Department Analyst II) will assist in the administration of the Health and Human Services Department's comprehensive compliance and privacy assurance program. Under general direction of the Compliance, Privacy and Security Officer, the Compliance Analyst will help develop and implement necessary actions to ensure the achievement of the objectives of an effective compliance and privacy program, including the promotion of positive and ethical principles and conduct.

The Compliance Analyst will:

- Research, analyze, and interpret laws, regulations, and contracts; develop, review, and update policies and procedures; conduct routine or focused reviews for adherence to Federal, State, and local regulatory and contractual requirements, as well as organizational needs; serve as a resource and provide guidance on compliance related matters.
- Plan, coordinate and facilitate activities related to the implementation of compliance mandates, including Federal and State laws and regulations (e.g. False Claims Act, Civil Rights Act Title VI and VII, Americans with Disabilities Act, Cal Code Regs Title 8, HIPAA, CA Welfare and Institutions Code), State Programs and contractual agreements (e.g. Social Services Benefits and Services, Medi-Cal Specialty Mental Health Services, etc.), including risk assessments, audits, and the preparation of reports / metrics / dashboards.
- Develop, review, and monitor implementation of corrective action plans to reduce risks; assist in conducting risk assessments to identify potential areas of compliance vulnerability and areas at high risk of non-compliance
- Coordinate or manage the response to investigation of Fraud Waste & Abuse complaints, civil rights violation complaints, privacy incidents, etc.; provide guidance or technical assistance and follow-up on mitigation and corrective action activities
- Collaborate with staff across the Department and County, including developing MOUs, contracts, memos; serve as a compliance and privacy advisor on the implementation of projects or initiatives
- Provide education and training, including the identification of areas of need, preparation of materials, and the implementation of awareness campaigns.

QUALIFICATIONS

The ideal candidate has experience as a healthcare compliance professional and:

- Possesses knowledge of and proficiency in interpreting State and Federal compliance and privacy laws and regulations (e.g., False Claims Act, Civil Rights Act Title VI and VII, Americans with Disabilities Act, Cal Code Regs Title 8, HIPAA, CA Welfare and Institutions Code).
- Has hands-on implementation experience with:
 - statutory, regulatory, and contractual compliance-related requirements related to health and social services programs
 - policy and procedure development and implementation
 - risk assessments and gap assessments
 - audits and complaint investigations
- Has knowledge and understanding of:
 - risks principles and business process management
 - Health or social services information management
 - OIG Work Plan, Federal and State reimbursement program requirements (e.g., Medicare and Medi-Cal)

- Understands the role of compliance and privacy in a public health, integrated behavioral health, and/or social services organization.

The ideal candidate also has the following knowledge, skills, and abilities:

- excellent critical thinking/reasoning skills and organizational awareness
- strong analytical, research, and problem-solving skills
- excellent oral and written communication and presentation skills
- information privacy and security literacy
- ability to manage multiple projects at the same time and navigate competing priorities
- resourcefulness and is a self-starter who can carry out the role with minimum guidance
- ability to self-assess knowledge gaps and request guidance or training in those areas
- demonstrated success in working collaboratively across functions and departments in a complex organizational environment and with external stakeholders and/or clients

For More Information/ To Apply:

<https://www.governmentjobs.com/careers/marincounty/jobs/3560553/compliance-analyst-department-analyst-ii/apply?keywords=compliance&pagetype=jobOpportunitiesJobs>