

## BLACK HAWK COUNTY – EOE/AA

### Job Description

### Compliance Specialist

**Position#:** 19-13-278-01

**Job Title:** Compliance Specialist

**Department:** Public Health Department

**Salary Level:** 263/GS13

**FLSA Status:** Non-Exempt

#### **BASIC FUNCTIONS AND RESPONSIBILITIES**

Under general supervision of the Financial Manager, this confidential position supports the department's fiscal, compliance, and quality assurance efforts.

#### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks
- Coordinates contract management system to ensure compliance with applicable regulations, requirements, procedures and timelines (i.e. reports, business associate agreements, certificates of insurance, performance measurements) for various agency programs.
- Assists with financial document review and transaction completion to support monthly claim, grant and contract billing processes; including submitting verification of expenditures, proof of payment, billing records, and other support documentation as required.
- Reviews and assists with internal and external audit activities, including preparation and completion of financial statements, records, and other documentation as required by local, state, federal and other agencies.
- Works closely with program managers to monitor performance measures in accordance with appropriate state/local contract or grant funding requirements.
- Collaborates with the departmental policy committee to review, revise and recommend policy and procedure manual updates in response to changes in regulations or standards.
- Serves as secondary administrator contact for departmental electronic information systems and portals; requests user accounts and assigns appropriate permissions in state databases or other systems.
- Conducts periodic audits and generates quality assurance reports for electronic health information systems; includes reviewing logins for electronic health records, documentation for service providers, insurance codes, reimbursements and medical billing for assigned services.
- Identifies discrepancies, risks, and other problems, then reports findings to upper management; recommends appropriate corrective measures.
- Supports agency's quality assurance efforts by promoting benefits of adopted control measures; encourages department staff to adopt changes necessary to correct problems and noncompliance.
- Participates in completion of medical and dental billing processes; includes performing eligibility checks, collecting patient information, ensuring proper documentation is received, reviewing claims, verifying insurance codes for medical services and contacting service provider.
- Assists with accounting duties for and corrections to listed financial records, reviews claims to resolve medical billing issues.
- Performs special projects as requested.
- Other duties as assigned.

### **SUPERVISION RECEIVED**

- Supervision is primarily received from the Financial Manager, functional supervision may be received from the Public Health Information Analyst.

### **SUPERVISION EXERCISED**

- No functional or administrative supervision exercised.

### **KEY COMPETENCIES (TIER 2 LEVEL):**

This position is aligned with the current [Core Competencies for Public Health Professionals](#) published by The Council on Linkages between Academia and Public Health Practice.

- **Analytical and Assessment Skills**
- **Communication Skills**
- **Cultural Competency Skills**
- **Financial Planning and Management Skills**
- **Leadership and Systems Thinking Skills**

### **QUALIFICATIONS**

- Associate degree in business, accounting, finance, information systems or a related field; OR any equivalent combination of training, education and experience that provides the required knowledge, skills and abilities.
- A minimum of 2 years of related work experience required; experience in a medical or public health environment is preferred.
- Must possess and maintain a valid Iowa Driver's License, access to a vehicle with current Iowa registration and be insurable under the County's guidelines.
- Excellent written and verbal communication skills are required.
- Excellent organizational skills and attention to detail.
- Must be proficient in computer software applications, including demonstrated proficiency with Microsoft Excel, Word, Outlook and Access.
- Work is performed independently and requires the individual to be self-directed.
- Ability to provide high level customer service and maintain professional working relationships with employees, county officials, oversight agencies and professional partners, vendors and general public.
- Ability to think logically, analyze and interpret problems and respond with an effective resolution.
- Ability to exhibit a high level of confidentiality.
- Ability to identify and resolve problems in a timely manner.
- Ability to prioritize duties to meet required timelines.
- Ability to gather and analyze information skillfully and determine whether events or processes comply with regulations, policies and procedures.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demand characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.

- Position is in an indoor office setting and requires frequent use of office equipment such as computers, copies, fax machines, telephones.
- Position requires frequent use of hand, fingers, arms and near vision
- Position requires substantial interaction/communication with other employees as well as the general public and department affiliates.
- Position requires occasional exposure to stressful situations.