

**Job Summary:**

The job of Compliance Officer-Behavioral Health Services was established for the purpose/s of coordinating the various activities of the Behavioral Health Services Program under the direction of the Program Administrator. The Compliance Officer will interface with service agencies and school districts to implement and oversee program delivery. The Compliance Officer performs a variety of complex financial, technical and support service involving data review, HIPAA, Medi-Cal, event, grant and project coordination, program budget maintenance and other related duties.

**Essential Functions:**

- ▶ Analyzes/Develops/Recommends/Coordinates complex systems and practices for modifications and enhancements to allow implementation of changes for the purpose of ensuring that program goals are met.
- ▶ Completes required governmental reports for the purpose of ensuring that data collection and reporting procedures meet mandated regulations.
- ▶ Coordinates questions and referrals for the purpose of coordinating program activities with program administrator, area agencies, local districts, program staff and parents.
- ▶ Coordinates/Prepares/Monitors contracts, memorandum of understanding with districts and agencies, program activities, data entry, and billing for the purpose of ensuring compliance, accuracy, content for the provision for behavioral health services.
- ▶ Participates in staff meetings and training, collaborating with staff, other departments, divisions, units and outside agencies for the purpose of assisting others to understand the program policies and procedures, responding to requests for information and ensuring that the behavioral health services requirements are understood and procedures followed.
- ▶ Plans/Implements/Evaluates program activities for the purpose of ensuring that the program administrator's directives are carried out and optimal program efficiency is maintained.
- ▶ Prepares/Manages program budgets including creating, monitoring, and maintaining audit files for the purpose of program planning, implementation, and compliance.
- ▶ Reconciles/Analyzes financial and budgetary data and prepares expenditures and revenue projections and statistical reports for the purpose of ensuring the availability of funds and to make recommendations to administrator.
- ▶ Researches/Identifies a variety of areas/issue/laws/mandates associated with best practices methodologies as related to children's behavioral health for the purpose of providing the administrator with information necessary to develop, plan and implement the behavioral health services programs and advise of unmet needs and compliance issues in order to correct deficiencies.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions;
  - communicate effectively, both in written and oral form;
  - review and interpret highly technical information;
  - manage records and systems;
  - interpret Medi-Cal, private insurance and HIPAA rules and regulations;
  - set up and maintain database files, perform queries, and retrieve data to prepare reports;
  - operate standard office equipments including computers and all Microsoft office programs;
- ▶ **Knowledge of:**
  - principles of data review and reporting;
  - math and statistical calculations including using fractions, percents, ratios, weighted averages;
  - school district operations;
  - TCOE policies and procedures including fiscal procedures;
  - rules and regulations of state and federal funding sources;
  - general contracting requirements and monitoring practices;
  - budgeting procedures and techniques, financial analysis, and projection methods;
  - basic research methods;
  - practices related to record keeping;
- ▶ **Ability to:**
  - routinely gather, collate, and/or classify data;
  - independently work with others in a wide variety of circumstances;
  - analyze a variety of data utilizing a variety of complex processes to arrive at sound recommendations;
  - design forms and filing systems to record and store pertinent information;
  - work with a significant diversity of individuals and/or groups;
  - understand, interpret and apply federal, state, local, and county office policies, procedures, laws and regulations;
  - independently problem solve to analyze issues and create action plans;
  - organize workload of self and others with little or no supervision to meet deadlines;
  - demonstrate effective interpersonal and communicative skills with coworkers and program/district staff and clients;
  - make decisions regarding program activities;
  - travel and attend meetings.

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience Required:**

- ▶ Job-related experience with increasing levels of responsibility is required.
- ▶ Experience in the insurance industry and/or with financial analysis is desired.

**Education Required:**

- ▶ Associate of Arts degree in job-related area.
- ▶ Bachelor of Arts degree in job-related area preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

**July 2012**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.