COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

Health Care Compliance Analyst

An Equal Opportunity Employer

**SALARY**

$44.14 - $53.66 Hourly  
$3,543.29 - $4,307.49 Biweekly  
$7,677.12 - $9,332.90 Monthly  
$92,125.48 - $111,994.86 Annually

**OPENING DATE:** 09/20/17  
**CLOSING DATE:** 10/03/17

**THE POSITION**

The County of Sonoma is seeking a knowledgeable and experienced health care professional to fill a Health Care Compliance Analyst position in the Department of Health Services.

Reporting to the Health Care Compliance Officer, this position will help administer a high quality strategic health care compliance and ethics program, ensuring regulatory and ethical compliance. The Health Care Compliance Analyst will:

- Research, interpret, and implement federal, state, and local regulatory mandates
- Conduct audits to ensure compliance with applicable health care laws, regulations, policies, grants, contacts, and the Standards of Conduct
- Conduct investigations of alleged violations of health care laws and regulations
- Identify and address compliance issues, and file reports with regulatory bodies
- Develop risk management strategies to avoid non-compliance
- Assist the Compliance Officer in designing policies and procedures to implement the mental health Medi-Cal managed care regulations
- Use clinical expertise to review, analyze, and solve potential or existing client care/compliance issues and conduct clinical compliance audits
- Assist the Compliance Officer in creating and implementing a training plan, auditing tools, and an auditing plan to ensure compliance with new regulations

**What Makes Sonoma County a Great Choice**

In addition to generous starting pay, being part of a challenging and rewarding work environment, and the satisfaction of knowing that you are working to better the communities of our region, you can look forward to some excellent benefits*, including:

- A cash allowance of approximately $600 per month
- An annual Staff Development/Wellness Benefit allowance up to $1,500
- Competitive vacation accruals, 11 holidays per year, and accommodating sick leave accruals
- Significant County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement is fully integrated with Social Security. With the recent pension reform, new employees as defined and eligible will receive a 2.5% at 67 formula, or for those individuals who meet certain criteria, including establishing reciprocity eligibility pursuant to PEPRA, will receive 3% at 60
*Salary is negotiable commensurate with experience, salary history, and requirements. Benefits described herein do not represent a contract and may be changed without notice.

**What You Bring to the County**

The ideal candidate for this position will possess experience in a health care setting researching, analyzing, and implementing complex federal, state, and local health care regulatory mandates; performing compliance reviews and/or program audits; and conducting investigations of alleged violations of health care laws or regulations. In addition, the ideal candidate will possess:

- Familiarity with mental health laws and regulations regarding Medicare and Medi-Cal
- Knowledge of evaluation methodologies including principles and practices related to continuous quality improvement
- Knowledge of principles and techniques of developing and implementing training programs
- A track record of working as part of a team, and an ability to demonstrate personal diplomacy in difficult and/or stressful situations
- An eye for detail and an aptitude for managing and prioritizing multiple responsibilities, projects, and tasks
- The ability to be highly flexible, adaptable to change, and communicate information and ideas clearly and concisely

**The Department of Health Services**

The Department of Health Services has a FY17-18 operating budget of $245 million with more than 700 employees and provides services throughout the county. The department's revenue sources include state and federal funds, fees and reimbursements for services, and County General Fund. The Department of Health Services enjoys the support of the Board of Supervisors. Even during challenging fiscal times, the board worked to preserve county general funds, which supported health services important to the community.

Please visit the department’s website for information on its programs, services, organization, and partnerships. [www.sonomacounty.org/health](http://www.sonomacounty.org/health).

**About the County**

When you join the County of Sonoma, you'll also have the freedom to explore the beauty of our county; with its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. Please visit [www.sonomacountyconnections.org](http://www.sonomacountyconnections.org) and [www.santarosachamber.com](http://www.santarosachamber.com) for additional information about the community.

This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. **County employees who wish to be considered for future positions should consider applying to this recruitment.**

The Civil Service Title for this classification is Patient Care Analyst.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**MINIMUM QUALIFICATIONS**

**Education:** Academic work which directly relates to the knowledge and abilities listed. Normally, graduation from an accredited school nursing, academic course work in health care, hospital or nursing administration, medical records, psychology counseling or social work or a related field will meet these required knowledge and abilities.
**Experience:** Any combination of training and experience that will provide an opportunity to acquire the knowledge and abilities listed. Normally, three years of experience in an acute care hospital or other equally responsible health profession experience including some training or experience in performing patient's rights advocacy, utilization review or quality assurance or infection control or experience analyzing health care or nursing systems and programs could provide this opportunity.

**License:** Possession of a valid California license as a Registered Nurse or license, registration or certification in another related health discipline.

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Thorough knowledge of:** relative importance of problems effecting the respective areas of responsibility. Considerable knowledge of: various methods of assessing professional care and services; the applicable laws, rules, regulations and regulatory agency requirements related to assigned area of responsibility; medical terminology, hospital routines, and policies and procedures.

**Working knowledge of:** the various specialty areas within the Resource Management Program. Knowledge of: appropriate financial reporting and statistical design, methodology, presentation and interpretation; the principles and practices of consultation and training.

**Ability to:** recognize resource management and patient care problems or potential problems in their early stages; utilize various methods of assessing the utilization and quality of services and care provided; communicate effectively with persons of varying backgrounds; influence physicians, staff, other managers into accepting changes required by the resource management program; advocate on behalf of patients and clients using behavior that will provide the best opportunity for a reasonable resolution of the complaint; establish and maintain cooperative working relationships with other hospital and Mental Health Department personnel and others who have an interest in quality patient care; exercise responsibility, initiative, ingenuity, independent analysis and judgment in solving medical, administrative and management problems; write comprehensive reports; analyze problems accurately and to take effective course of action; give and follow oral and written directions of a technical and professional nature in detail; interact with patients and professional staff sympathetically and tactfully in difficult and sensitive situations; establish and maintain cooperative working relationships with other hospital personnel; interpret medical charts, records and reports.

**SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all your employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.
Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

**ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

**HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: DP
HR Technician: KW
Health Care Compliance Analyst Supplemental Questionnaire

* 1. How did you first learn about this opportunity?
   - Alliance for Innovation
   - Association of Bay Area Governments (ABAG)
   - California City News
   - CalJobs
   - College or University
   - Craigslist Sacramento
   - Craigslist
   - Employee of Sonoma County
   - Facebook
   - GovernmentJobs.com
   - Hispanic Chamber of Commerce of Sonoma County
   - Indeed
   - Job Fair
   - La Voz
   - Latino Service Providers
   - Minority Organization or Group
   - Monster
   - Municipal Management Association of Northern CA
   - Press Democrat
   - sonoma-county.org/www.yourpath2sonomacounty.org
   - Sonoma County Human Resources Office
   - Sonoma County Job Line
   - Twitter
   - Other Internet Site
   - Other Publication

* 2. Please provide details about your college-level educational background in nursing, health care, hospital or nursing administration, medical records, psychology counseling, social work or a related field. Provide sufficient specific information about the related degree(s), licensure or certifications you hold to allow for a full evaluation of your qualifications.

* 3. Please describe your experience researching, analyzing, evaluating and applying data, complex rules, or regulations to a health care program in order to improve operations. Include your job title(s) and where and when you gained this experience.

* 4. Please describe your experience ensuring compliance with state mental health plan requirements and/or Medi-Cal claiming requirements. Include your job title(s) and where and when you gained this experience.

* 5.
Please describe your experience conducting compliance reviews/audits in a health care setting and monitoring the implementation of corrective action plans for resolution of problematic issues.

* 6. Please describe your experience responding to alleged violations of health care laws, rules, regulations, and policies including conducting investigations of the alleged violations.

* Required Question