



COMPLIANCE SPECIALIST	
Department: Risk Management & Corporate Compliance	ICPA Level: 2
Division: Administration	FLSA : Non- Exempt
	Approved Date: March 28, 2006

JOB DEFINITION: Under general supervision, provides intermediate level operational support for the corporate compliance program. Assists in the ongoing implementation, maintenance, and advancement of the organization's corporate compliance program and annual work plans to directly support compliance with applicable ethical standards, laws, regulations, policies, procedures, and professional practice standards. Assists in the development and performance of strategic risk assessments, compliance plans, and budgeting.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Supports compliance officer(s) by executing compliance program elements and promoting ethical and compliant behavior to ensure that the program meets or exceeds federal, state, and/or industry standards. Manages and prioritizes assigned projects to deadlines.

Assists in the development and execution of risk assessments for organizational divisions, departments, and programs to assess compliance risks. Assists in prioritizing risks and developing action plans. Reports findings to compliance officer(s) and provides appropriate feedback to operational stakeholders. Receives compliance and privacy allegations; researches compliance issues; and conducts investigations in accordance with standard practices. Prepares written findings and recommendations for each investigation and provides appropriate recommendations. Refers issues that may involve non-compliance, misconduct, voluntary disclosures, and/or refunds to compliance officer(s).

Assists in drafting, revising, and implementing compliance policies and procedures. Creates, posts, and maintains intranet and internet content for the corporate compliance program. Assists in monitoring compliance hotline activities and provides status reports for hotline callers. Promotes workforce awareness of ethical and compliant operational practices and effective lines of communication through implementation of compliance awareness projects and satisfaction surveys. Provides and/or facilitates consistent compliance education and training in regulatory and industry standards for new and existing employees. Provides technical assistance and consultation to the workforce on compliance matters. Maintains accurate compliance and audit program databases.

Conducts auditing and monitoring activities on policies and procedures, legal and regulatory requirements, grants management, and business practices for compliance, and monitors corrective action plans to ensure that non-compliant issues are addressed. Conducts compliance program data collection, analysis, and trending. Prepares oral and written reports for compliance officer(s) for presentation to committees and boards of directors. Maintains accurate compliance program databases.

Makes recommendations for continuous program improvements consistent with applicable federal/state laws Office of Inspector General Compliance Guidance, U.S. Sentencing Commission, and IHS standards. Functions as compliance liaison between internal/external customers, internal/external auditors, business partners, committees, consultants, federal/state agency staff, contractors, and fiscal intermediaries.

Performs other duties as assigned or required.

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KNOWLEDGE and SKILLS:

- Knowledge of public not-for profit organization's and ANTHC service lines: health care, public health, environmental health, construction, information technology, administration, and finance operations
- Knowledge of ethical principles and compliance program elements.
- Knowledge of applicable federal/state laws, regulations, accreditation standards, and other operational guidelines and directives.
- Knowledge of program and project management techniques.
- Knowledge of Alaska Tribal Health System.

- Skill in oral and written communication.
- Skill in assessing and prioritizing multiple tasks, projects and demands, and effective project management.
- Skill in reading and interpreting policies and procedures, financial reports, and legal documents.
- Skill in applying effective education and training techniques.
- Skill in interpreting and applying complex laws, rules, and regulations relating to regulatory compliance.
- Skill in establishing and maintaining effective working relationships with others.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A Baccalaureate degree in business, health, public health, administration, or related field; **AND** five (5) years of health organization experience; **OR** an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: None

MINIMUM PHYSICAL REQUIREMENTS: None.

AGE SPECIFIC: None.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Acknowledgment

Date

Print Employee Name

Date

Supervisor Signature

Date