

COMPLIANCE ANALYST
Milwaukee Health Department

THE PURPOSE: Perform a full range of professional duties relating to the compliance function in the City of Milwaukee Health Department (MHD). Ensure compliance with internal processes and procedures as well as policies and laws mandated by the State and Federal governments, assist the Compliance Officer, and assume the duties and responsibilities of the Compliance Officer when the person in that position is not present.

ESSENTIAL FUNCTIONS:

- ◆ **Audit internal programs:**
 - Assist Compliance Officer in creating an audit protocol for the MHD.
 - Work with Health Center Managers to conduct audits of Centers regarding compliance with HIPAA regulations and civil rights mandated by the State and Federal governments.
 - Conduct walk-through audits with nurses, food inspectors, and other MHD staff to ensure that State statutes are applied.
 - Discuss and provide guidance to Program Managers on best practices related to compliance.
- ◆ **Assist the Compliance Officer in developing and administering policies and programs:**
 - Review, analyze, and update State and Federal public health statutes, MHD policy under the Health Insurance Portability Accountability Act of 1996 (HIPAA), the annual Civil Rights Plan, and internal policies relating to grant monitoring.
 - Assist Compliance Officer in responding to inquiries from MHD staff regarding compliance issues.
 - Assist Compliance Officer in ensuring that each Division in the MHD is following protocol for Outcome and Objective Attainment Reporting.
 - Act as the Department's Limited English Proficiency (LEP) Coordinator.
- ◆ **Monitor grants and contracts:**
 - Monitor and maintain internal Grants and Contracts database.
 - Ensure contract reporting compliance by Program Managers by sending monthly reminders and tracking the timeliness of reporting.
 - Review contracts for reporting requirements and notify senior staff of any issues or questions about contract language.
 - Act as a liaison between the MHD and the Community Development Block Grant Administration (CDBG).
 - Provide guidance and education related to grant applications and required reporting forms to MHD staff.
- ◆ **Assume the duties and responsibilities of the Compliance Officer when the person in that position is not present.**
- ◆ **Perform other duties as assigned.**

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Business, Public Administration, Health Administration or related field from an accredited college or university.
2. Two years of compliance experience performing duties closely related to this position.
NOTE: Equivalent combinations of education and experience may also be considered.
3. A valid driver's license at the time of appointment and throughout employment.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- ◆ Experience in the following areas: special audits, HIPAA, Medicare, and Medicaid.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- ◆ Ability to read and interpret government laws and regulations, contracts, and technical and professional journals.
- ◆ Ability to monitor programs and evaluate information for compliance with applicable laws, regulations, or standards and to make recommendations when necessary.
- ◆ Knowledge of the following: mathematics, budgeting principles, and project management concepts.
- ◆ Ability to use database, word processing, spreadsheet, and presentation software, such as Microsoft Office (Access, Word, Excel, and PowerPoint). Ability to learn and use Microsoft Project.
- ◆ Ability to write well-structured business letters, memos, email messages, policies and procedures, and reports.
- ◆ Ability to communicate in person or over the telephone with co-workers, representatives of health and government agencies, and others.
- ◆ Ability to effectively explain complex technical information to non-technical people and to respond effectively to questions from individuals or groups of managers.
- ◆ Ability to analyze and solve problems.

- ◆ Ability to learn quickly and apply new information to resolve issues.
- ◆ Ability to exercise good judgment and make thoughtful decisions.
- ◆ Ability to establish productive working relationships with a multi-cultural, multi-disciplinary staff.
- ◆ Ability to provide services to other agencies and to the public in a culturally-sensitive, tactful manner.
- ◆ Ability to manage conflict and negotiate skillfully.
- ◆ Ability to set goals, work well under pressure, meet deadlines, manage multiple assignments, and shift priorities, responding with a sense of urgency when issues emerge requiring immediate attention.
- ◆ Dedicated to promoting health and preventing disease.
- ◆ Responsible, trustworthy, and able to maintain confidentiality.
- ◆ Proactive, energetic, creative, and committed to ongoing professional development and continuous learning.

THE 2006 SALARY RANGE (004) IS: \$42,478 to \$59,468 annually.

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