

**The Sonoma County
Department of Health Services**

*is seeking applications
for*

**Compliance and Departmental
Risk Manager**

**\$90,017 - \$109,427
Annually**



**Plus
Excellent Benefits!**

**Apply By:
December 2, 2014**



The Position

The Sonoma County Department of Health Services seeks a knowledgeable and experienced Compliance and Departmental Risk Manager.

Reporting to the Assistant Director of Health Services, the Compliance and Departmental Risk Manager leads a team that is responsible for carrying out compliance, privacy, and department-wide risk functions. This position oversees the Department's federal and state required healthcare compliance program, manages the Department Compliance Program, and ensures adherence to laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) privacy and security rules. The position conducts related staff training and provides guidance on confidentiality laws to all Department of Health Services direct service programs.

The position is responsible for compliance with the State Mental Health Plan contract, including but not limited to, oversight of: claiming of services to Medi-Cal, Medicare, and other third party payers; the procedures for completing the annual cost report and implementing Mental Health Medi-Cal Administrative Activities (MH-MAA); provider credentialing; and required audits of internal and contracted programs that provide Medi-Cal covered services to ensure compliance with Title 9. The incumbent is also responsible for ongoing review of State Department of Health Care Services Notices and any legislation that impacts compliance with the County's obligations under the State Mental Health Plan contract, including the expansion of services required by the Affordable Care Act and obligations to integrate behavioral health services and primary care.

The Compliance and Departmental Risk Manager is the department liaison with County Counsel and outside counsel. Responsibilities include presenting issues that require legal opinions, ensuring that the Department's response to the issue is consistent with counsel direction, and collecting and providing data and information required for cases in litigation.

The Ideal Candidate

The Department of Health Services is seeking a candidate that has a proven track record of leadership and fits the following profile:

- The ability to manage a comprehensive health care compliance program.
- Solid knowledge of State and Federal health care laws and regulations, including State Mental Health Plan regulations and the Mental Health Services Act.
- Comprehensive knowledge of State and Federal laws regarding claiming of health care services.
- The ability to develop and conduct staff training programs.
- Excellent supervisory, interpersonal, and communication skills.
- The ability to develop an auditing program to assess compliance with local, state, and federal laws, and to oversee the audit process.
- Confident, inspiring leader and team motivator, with an effective management style.
- Commitment to improving organizational effectiveness and implementation of ongoing quality improvement initiatives.

Minimum Qualifications

Coursework in public administration, business administration, health administration, systems analysis, finance, economics, or closely related field. A Bachelor's or Master's degree in any of the above fields is highly desired coupled with three years of professional level experience in health care setting that included significant responsibility in any of the following areas: regulatory compliance and privacy, quality assurance and control, legal analysis of health care administration, and/or fiscal operations; including at least one year of supervisory experience. Must possess or obtain within eighteen (18) months of appointment a healthcare compliance certificate from a certified association.

APPLY BY TUESDAY, DECEMBER 2, 2014

The Department of Health Services

The Department of Health Services is a large, complex department consisting of various divisions including Public Health, Behavioral Health, and Health Policy, Planning & Evaluation, and the Administration Unit. The Department's mission is to promote and protect the health and well-being of every member of the community, and its values form the basis for its operating principles:

- **Health Equity:** We strive for all individuals and communities to have equal opportunity for health and well-being.
- **Transformation:** We believe individual and community health cannot prosper without a transformed health system and community environment.
- **Integration:** We understand health as an integrated, complex, dynamic state of being and we strive for an integrated approach in all that we do.
- **Partnerships:** We collaborate with our many partners as necessary to achieve our goals and vision, which are shared by many in our county.
- **Quality of Service:** We are committed to high quality in all of our direct services.
- **Transparency:** We believe that we must be transparent in our processes and decisions and accountable to those we serve.
- **Evidence-Based Practices:** We believe that data about real outcomes informs our practice, and we build on demonstrated success.
- **Innovation:** We strive to create a culture of creativity among our staff and encourage innovation in partnership with other organizations and within the community.

The Department of Health Services Executive Management Team, reporting to the Director, includes: the Assistant Director, the Health Officer, the Director of Health Policy, Planning & Evaluation, the Public Health Division Director, and the Behavioral Health Division Director.

Sonoma County

Located an hour north of San Francisco, Sonoma County offers a rare and compelling array of scenic, recreational, and geographic options – including inspiring coastline and beaches, the Russian River, over 200 award-winning wineries, and majestic redwoods. The County encompasses over one million acres of land and water, rich with parks, campsites, lakes and open space.

Sonoma County is home to almost 500,000 residents and offers a wide variety of restaurants, art and music festivals, farmer's markets, and concert venues. Local schools continually rank high on California's Academic Performance Index and the county boasts higher education opportunities with Santa Rosa Junior College and Sonoma State University. Business is quite diverse, with agriculture (including wine grapes and livestock/poultry) and tourism anchoring the local economy. The tourism industry generates over \$1 billion annually, and the County hosts over 7 million visitors every year.

Please visit www.sonomacountyconnections.org for more information about Sonoma County as a place to live, work, and build your career legacy.



FOR DETAILS & TO APPLY VISIT OUR WEBSITE

WWW.YOURPATH2SONOMACOUNTY.COM

What We Offer

ANNUAL SALARY- \$90,017 - \$109,427

Sonoma County offers a highly competitive compensation package. Salary is dependent on qualifications and experience.

- Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year; generous sick leave accruals and 100% of accrual balance converted to service credit at retirement.
- Health Plan: Choice of three health plans (PPO, EPO and HMO) with a County contribution toward the premium of approximately \$500 per month.
- A cash allowance (in addition to monthly salary) of approximately \$600 per month.
- Excellent dental, vision, disability, life insurance, professional development and more. Additional details on employment for management employees may be found at http://hr.sonoma-county.org/documents/salary_resolution.pdf
- Retirement: County Retirement Act of 1937. 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 and pursuant to PEPR, will receive 3% at 60.
- Incentive Retirement Savings Plan: A defined contribution 401(a) plan; a 1% County “foundation” contribution.
- IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum, plus a 100% County match of employee contribution toward 457 plan (up to 1% of base salary).
- Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Selection Process

The selection process is designed to include:

- *Accepting application materials through December 2, 2014*
- Application and Supplemental Questionnaire Appraisal Examination: **December 04, 2014**
- Selection Interviews with the Department of Health Services: Tentative for mid **December 2014**

Please be mindful of the timeframe established above. Although it may be subject to some change, it would be wise to plan availability around these dates.

To Apply

*If you are interested in this outstanding opportunity, please submit an online job application and responses to the supplemental questions including a resume and cover letter which articulates your experience, responsibilities and pertinent accomplishments, **by December 2, 2014.***

Apply at www.yourpath2sonomacounty.org. Questions can be directed to:

David Phillips, Human Resources Analyst
Sonoma County Human Resources
Telephone: (707) 565-2147
Facsimile (707) 565-3770
David.Phillips@sonoma-county.org

For additional information, visit www.sonoma-county.org or www.sonomacountyconnections.org

Room to Move. Room to Grow.