

The **County of Sullivan** is seeking to fill the following position:

### **COMPLIANCE OFFICER**

This is a high-level administrative position with assigned tasks consistent with County government and monitoring matters relating to statutory and regulatory compliance program requirements. The Compliance Officer is the Corporate Compliance Officer and HIPAA Privacy Officer for the County of Sullivan and is responsible for programs, policies and practices that ensure that all departments are in compliance with Federal, State and local regulatory requirements. The Compliance Officer acts as a facilitator in corporate compliance thereby assisting management and the Legislature in the effective discharge of their responsibilities. The Corporate Compliance Officer will communicate regularly with the County Manager and the Executive Committee of the Legislature to discuss the status of the compliance function. Work is performed with independent judgment in developing, planning, and administering programs under the supervision of the County Manager or designee. Does related work as required.

#### **MINIMUM QUALIFICATIONS: Either:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in Public Administration, Business Administration, Health Sciences, Public Health, Health Care Administration or Law or any other advanced degree in a related field and two (2) years of experience in either a public or private sector in a confidential position in an Executive office handling high level confidential administrative functions.
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Public Administration, Business Administration, Health Sciences, Public Health, Health Care Administration or Law or any other advanced degree in a related field and four (4) years of experience in either a public or private sector in a confidential position in an Executive office handling high level confidential administrative functions, along with a designated compliance certification from the Compliance Certification Board preferred.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Salary: \$94,093.00 - \$109,583.00 - Commensurate with Experience**

**To Apply Online, visit: <https://sullivan-portal.mycivilservice.com/jobopps>**

**EEO/AA Employer**

**M/F/D/V**