

COMPLIANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Responsible for programs, policies and practices that ensure that all departments are in compliance with

Federal, State and local regulatory requirements;

Acts as a facilitator in corporate compliance thereby assisting the management and the Legislature in

the effective discharge of their responsibilities;

Communicate regularly with senior management and the Executive Committee of the Legislature to

discuss the status of the compliance functions;

COMPLIANCE OFFICER

Page 2

General responsibilities include County Compliance Program monitoring, evaluation and revising aspects of the Program as needed based on regulatory changes or emerging trends;

Responsible for the implementation of certain elements of the County Compliance Program, such as written

procedures and standards of conduct for statutory compliance;

Investigates reports of problems or suspected violations and takes corrective action;

Responsible for the coordination of corporate compliance training activities, including content development, planning and outreach and delivery;

May direct and coordinate a range of public policy initiatives as well as a range of agency financial programs and support services, under the direction of the County Manager;

Supervision of all Compliance Office employees as well as the compliance of any related compliance contracts.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the practices and procedures of administration; excellent written communication skills, including analytical report writing; excellent written and verbal communication skills to work effectively with the public, commissioners, department heads, committee chairs and multi-agency/multi-jurisdictional representatives; ability to analyze complex problems and propose realistic solutions in a concise and clear manner; thorough knowledge of current principles, concepts, methodologies and practices of accounting and budgeting with proven ability to perform quantitative

COMPLIANCE OFFICER

Page 3

and qualitative analysis; thorough knowledge of the principles, practices and techniques of managing a diverse workforce; ability to understand and communicate the difference between technical and policy issues and to define the implications of any policy choices for the Legislature; thorough knowledge of modern management techniques required to plan, direct and supervise the work of others under tight or shifting deadlines, budgets and priorities, while maintaining good public and professional working relationships; candidate must possess and display tact, integrity, excellent moral character, good judgment, resourcefulness; proven experience with and commitment to the principles of quality management and diversity; excellent computer skills that at a minimum include presentation software, financial management software and applications, Microsoft Excel, Word and Access; ability to clearly delegate administrative tasks and ensure project quality and completion; knowledge of regulatory laws and requirements as they relate to governmental compliance.

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.

COMPLIANCE OFFICER

Page 4

- (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.

Y:\CLASPLAN\COMPLIANCE OFFICER.DOC
Originated: 12/26/2024
Jurisdictional Class: Exempt
Public Hearing: pending
NYS Civil Service Commission Approval: pending

Placed in Classplan – EXEMPT folder on: 1/3/2024