

## **Compliance/Privacy Officer - Chautauqua County Government**

Chautauqua County Government is seeking applications to fill one (1) Full-Time (35 hours per week) Compliance/Privacy Officer to work out of the Mayville, NY location. A candidate in this title will be responsible for developing and implementing a Chautauqua County Government-wide compliance, Title VI and HIPAA plan, including the policies, procedures, and practices designed to promote compliance with all Federal, State and local information privacy requirements. Will also serve as the Americans with Disabilities Act (ADA) Compliance Officer and the Workplace Violence Prevention Act officer, as well as other compliance programs as assigned. Incumbent will work closely with the Department of Human Resources and the County Executive. Work is performed in close cooperation with various County Government departments as well as the State Medicaid Inspector General's office, the Office of the Inspector General and/or the Office of Civil Rights. Wide leeway is allowed for the exercise of independent judgment and discretion in carrying out the responsibilities of the position. General supervision is exercised over contractors and workers assigned to compliance program-related activities. Does related work as required. Salary commensurate with experience.

### **Typical Work Activities:**

- Develops, initiates, maintains, and revises policies/procedures for the general operation of the compliance, Title VI, HIPAA, ADA and Workplace Violence Prevention programs and their related activities to prevent illegal, unethical, or improper conduct;
- Manages day-to-day operation of the compliance and Title VI programs and assigned staff;
- Monitors activities to ensure that all County departments are in compliance with state, federal and local regulatory requirements including HIPAA, Title VI, OMH, DOH, OTDA, OCFS, Medicaid, Medicare and others as may become applicable;
- Monitors, creates reports and provides results of the compliance, Title VI, HIPAA and ethics efforts of the County and provides guidance for the County Executive and senior management team on all relating matters;
- Researches and remains well versed on current laws and regulations that affect the county's compliance program, HIPAA compliance, and/or Title VI compliance, and policies and/or procedures;
- Responsible for the review, research and determinations of all Americans with Disabilities Act (ADA) Accommodation requests, including the official notifications to the employee and the department when a decision is reached;
- Conducts inquiry and investigations in to reports of alleged violations;
- Consults with the County Attorney as needed to resolve difficult legal compliance issues;
- Develops and annually reviews and updates the County standards of conduct to ensure continuing currency and relevance in providing guidance to management and employees;
- Develops and annually reviews and updates the County's policies and procedures related to Compliance, HIPAA, ADA, Workplace Violence Prevention, and Title VI;
- Acts as an independent review/evaluation body to ensure that compliance/privacy issues and concerns within County departments are being appropriately evaluated, investigated, and resolved;
- Identifies potential risk areas of compliance vulnerability and develops/implements corrective action plans for resolution of issues;
- Monitors and ensures that violations or potential violations are reported in accordance with State and/or Federal laws as well as County policy and procedures;
- Establishes and manages the operation of the compliance hotline;
- Serves as the point of contact for Privacy/HIPAA complaints; conducts investigations if needed, provides required notification to impacted individuals if breach occurred, and recommends corrective action as necessary;
- Institutes and maintains effective overall compliance communication and training programs for the County;
- Audits and monitors compliance program factors to ensure activities are in line with program objectives, policies and procedures;
- Responds promptly to detected potential violations, develops corrective action, and reports findings to the duly authorized enforcement agencies as appropriate or required;
- Cooperates with external parties in compliance reviews or investigations and coordinates site visits for state and federal regulators;

- Assists the compliance program security officer with development, implementation, monitoring, training of security policies and procedures;
- Assists in the development, implementation and monitoring of business associate agreements to ensure that all privacy requirements are adequately addressed and that business associates have access to appropriate policies and procedures.

Position will be filled from approved applications received.

**Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Personal Days   |                             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Federal Loan Forgiveness Program                        | - Wellness Program          |
| - Mileage Reimbursement (when applicable)                 | - Life Insurance            |

**Full Performance Knowledge, Skills, Abilities and Personal Characteristics of the Job:** Thorough knowledge of Federal, State and local regulations governing privacy of information for programs such as Medicaid and other County Government activities; good knowledge of County Government operations that are impacted by compliance, Title VI, ADA, Workplace Violence Prevention Act and/or HIPAA program oversight; good knowledge of the principles and practices of public administration; ability to understand and apply the terms of complex statutory schemes; ability to work with complex information systems; ability to plan, implement, organize and direct large programs; ability to prepare accurate and concise reports; ability to analyze and organize data and information; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional relationships; ability to work effectively in stressful situations; ability to supervise, motivate and coordinate the efforts of subordinates and colleagues; strong leadership skills; tact; initiative; good judgment; must have strong computer skills to include Microsoft Excel, Word, Outlook and PowerPoint; physical condition commensurate with the demands of the position.

**Minimum Qualifications:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and five (5) years of leadership experience in an organization that operated with Medicaid funding. Experience to include familiarity with operational, quality assurance and/or regulatory compliance regulations. Law degree is preferred but not required.

**Additional Requirement:** Ability to meet the regular transportation requirements in carrying out field work assignments at time of appointment and during service in this classification.

**Application Process:** Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: [chqgov.com](http://chqgov.com) and ***return it, along with a copy of degree/transcripts and applicable licenses***, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to [Countyemploy@chqgov.com](mailto:Countyemploy@chqgov.com)

Chautauqua County Government is an Equal Opportunity Employer