



## POSITION DESCRIPTION

<b>POSITION TITLE:</b> Compliance Manager	<b>EXEMPT STATUS:</b> Exempt	<b>SALARY RANGE:</b>
<b>DEPARTMENT:</b> Compliance		<b>REPORTS TO:</b> Compliance Director

### POSITION SUMMARY:

This position is responsible for oversight and management of activities required for compliance with state and federal rules and regulations affecting the Medi-Cal Managed Care business. This position serves as a back-up to the Director of Compliance in their absence. Under the direction of the Compliance Director, and the Chief Compliance Officer (CCO), the Compliance Manager will work collaboratively with CalViva Health's (CVH) staff and its contracted Plan Administrator to monitor and report on compliance-related data and issues, and implement new regulations or guidance through policy development and coordination of actionable processes.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage the review/updating of Compliance Department Program Descriptions and policies, and assist in the cross-functional review/updating of company-wide policies and procedures. In doing so, manage with discretion and independent judgement the appropriate interpretation of applicable federal and state laws/regulations and their communication to staff.
- Manage direct reporting compliance staff and oversee their activities.
- Manage the procurement and organization of documents for the DHCS/DMHC Medical Audits.
- Lead in the Compliance Department's review and submission of Member-Informing materials, CVH policies, DHCS contract and APL deliverables to DHCS.
- Conduct the Compliance Department's annual fraud, waste and abuse audit, and the annual "CVH Compliance Audit"; Ensure implementation and completion of any required corrective action plans and report results to the Compliance Committee.
- Track and Monitor the timely initiation and completion of individual CVH department oversight audits; Ensure implementation and completion of any required corrective action plans.
- Assist in the preparation of DMHC regulatory filings and associated responses to "Comment Letters" as assigned by the Director or CCO.
- Oversee the Compliance Department's response to DMHC RHPI/IMR requests, and DHCS State Hearing requests.
- Oversee the Compliance Department's periodic (i.e., monthly, quarterly, annually) regulatory report submission process:
- Prepare compliance-specific reports for CVH's Commission, Compliance and Public Policy Committees.
- Attend CVH QIUM, Access, and A&G Workgroup meetings to acquire knowledge of key reports, programs and compliance-related issues.
- Attend monthly Encounter Data meetings to monitor and report compliance-related issues.
- Proactively acquire and apply knowledge of current federal and state laws/regulations in the areas of compliance, anti-fraud programs and privacy and security requirements to ensure organizational implementation and compliance.
- Other duties as assigned by the Director.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION:**

- Bachelor's Degree in Health Care Administration, Public Health Administration, Business Administration, or a related field; Master's degree preferred
- Certification in Health Care Compliance is preferred

### **LICENSES:**

- Current driver's license

### **EXPERIENCE:**

- Seven to ten years progressive experience in health care regulatory/compliance, privacy/security, or quality improvement activities (Medi-Cal managed care experience is strongly preferred).
- Five + year's progressive experience in healthcare regulatory/compliance activities or project management experience.
- Previous managerial experience is strongly preferred.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Strong knowledge of federal and state health care laws/regulations.
- Knowledge of managed care operations, preferably for government programs.
- Demonstrated ability to identify key compliance issues and develop responsive action plans.
- Demonstrates ability for assessment, evaluation and understanding of health plan processes and operations.
- Ability to effectively develop, analyze, interpret, apply and communicate policies, procedures and regulations.
- Exercise a high degree of maturity, integrity, loyalty, initiative, creativity and sound judgment
- Strong organizational, analytical and problem-solving skills
- Possess the ability to prioritize projects appropriately and multi-task
- Effectively communicate orally and in writing
- Team player who can establish and maintain effective working relationships at all organization levels and possess ability to lead multi-disciplinary teams
- Ability to work independently
- Good computer skills, must be proficient in Microsoft Office: Word, Excel, PowerPoint, Outlook, Access

### **Physical Requirements**

- Constant and close visual work at desk or computer.
- Extensive typing
- Constant sitting and working at desk.
- Frequent verbal and written communication with staff and other business associates by telephone, correspondence, or in person.
- Frequent walking and standing.
- Frequent lifting of folders, files, binders and other objects weighing between 0 and 30 lb.
- Must have reliable transportation, may be required to travel between Kings, Madera and Fresno counties as well as between offices for meetings

Note: The information in this position description indicates the general nature and level of work performed by employees within this classification. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.