

Regulatory Compliance Analyst Job Description

Position Overview

The Regulatory Compliance Analyst reports to the Sutter Health Plus Compliance Officer and supports the development and maintenance of the ethics & compliance program processes and workflows to ensure consistency with Sutter Health policies and regulatory compliance standards.

The Regulatory Compliance Analyst is responsible for supporting multiple projects from conception to completion for the purpose of supporting and organizing compliance program activities at Sutter Health Plus. This position works closely with operational units and all levels of management throughout the organization to assure operational and procedural compliance with applicable policies and state and federal regulatory requirements.

Key Responsibilities

- Execute regulatory change management processes to ensure timely and effective communication and implementation of new regulatory requirements
 - Track and monitor proposed federal and state legislative and regulatory activity
 - Conduct impact assessment of new laws and regulatory requirements and provide regulatory analysis to operational units
 - Represent the interests of Sutter Health Plus at state and federal industry trade association workgroups and regulatory stakeholder meetings
 - Participate as a compliance subject matter expert on legislative and regulatory implementation project teams
 - Review operational policies, collateral, and communications to ensure consistency with applicable laws and regulations
- Facilitate and oversee the coordination, preparation, and execution of external regulatory audit activities and interface with auditors as central point of contact
- Coordinate and prepare routine and ad-hoc regulatory filings and reports
- Identify, investigate, and address compliance risks and suspected violations in a timely and effective manner

Knowledge and Experience

Broad understanding of managed health care in California and working knowledge of state and federal laws related to health care service plans is required. Minimum of one year experience related to regulatory compliance in the health insurance or managed health care industry. Demonstrated knowledge of basic legal terminology, principles, and procedures; and use of legal resources required.