GENERAL DESCRIPTION OF CLASS

The purpose of the class is to conduct quality assurance audits and corporate compliance investigations under the direction of the Chesapeake Community Services Board’s Corporate Compliance Officer. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Audits agency case record documentation per payer and licensure regulations and conducts corporate compliance investigations.
- Provides audit/investigation outcome reports and makes recommendations.
- Presents training and provides consultation to staff and program supervisors.
- Assists with the development of quality assurance, corporate compliance forms and policy.
- Researches payer manuals, policy and quality assurance procedures and programs to keep agency updated.
- Implements special projects as assigned.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Attends staff, team, and other professional meetings to exchange information.
- Provide technical and other assistance to staff in ensuring compliance to departmental, city, state and federal regulations and standards.
- Report any violations, inconsistencies or discrepancies with regard to the Corporate Compliance policies and procedures or the HIPAA policies and procedures to the supervisor or appropriate authority.
- Read, understand, and adhere to the Corporate Compliance and HIPAA policies and procedures.
- Attend or complete required annual compliance training.
- Performs other related duties as assigned.

GENERAL STANDARDS

| Data Involvement | Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information. |
| Interpersonal/People Involvement | Counsels or instructs/trains others through explanation, demonstration and supervises practice or makes recommendations base on technical expertise. |
| Reasoning Requirements | Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization. |
| Mathematical Requirements | Uses basic algebra involving variables and formulas, and/or computes discounts, interest rates, ratios, and percents. |
| Language Requirements | Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports and other written materials using proper language, punctuation, grammar, and style. |
Mental Requirements
Performs professional level work requiring the application of principles and practices in a wide range of administrative, technical, or managerial methods in the solutions of administrative or technical problems; requires general understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous attention for accurate results or frequent exposure to unusual pressures.

Decisions/Supervisory Control
Decision making is a significant part of job affecting a large segment of the organization and the general public, responsible to assist in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement
Requires a bachelor’s degree or any equivalent combination of education and experience in human services or a closely related field.

Experience
In addition to satisfying the vocational/education standards, this class requires a minimum of two years of full-time equivalent experience.

Special Certifications and Licenses
None required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.