

<b>Job Class Code: 8625</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to conduct quality assurance audits, human rights investigations, and corporate compliance investigations under the direction of the Chesapeake Integrated Behavioral Healthcare's (CIBH) Corporate Compliance Officer. The class is responsible for assessment of consumer complaints and human rights violations, preparing reports, providing training, and assisting with policy and procedure development. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• May supervise staff including selecting or recommending selection, training, assigning and evaluating work, counseling, and disciplining, and recommending termination.</li> <li>• Investigates human rights, quality assurance, and corporate compliance/audit issues.</li> <li>• Provides audit/investigation outcome reports and makes recommendations.</li> <li>• Researches payer manuals, policy, and quality assurance procedures and programs to keep agency updated.</li> <li>• Prepares and presents training sessions and provides consultation and technical assistance to staff, program supervisors, clients, and advocates to ensure compliance with regulations and standards.</li> <li>• Assists with the development of quality assurance and corporate compliance forms, policies, and procedures.</li> <li>• 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.</li> <li>• Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.</li> <li>• Coordinates and implements special projects as assigned.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Counsels or instructs/trains others through explanation, demonstration and supervises practice or makes recommendations base on technical expertise.
<b>Reasoning Requirements</b>	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.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, and/or computes discounts, interest rates, ratios, and percents.
<b>Language Requirements</b>	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.
<b>Mental Requirements</b>	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.
<b>Decisions/Supervisory Control</b>	May supervise others requiring the development of procedures. Makes constant decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in human services or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

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