

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
COMPLIANCE OFFICER 1

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**DEFINITION**

Performs trainee level professional duties to ensure/support compliance with department enforced state and federal laws, rules, guidelines and program requirements; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Learns to confer and correspond with attorneys and other concerned parties to acquire information on matters involving department actions or sanctions; advises department staff on the legality of procedures; recommends action to ensure compliance with state and federal laws, rules, guidelines and program requirements based upon review and analysis of relevant facts, data, policies and information.

Learns to prepare legal documents, litigation packages, formal citations, audit recommendations, position papers and other material for use in administrative proceedings, audit reviews or enforcement actions; represents the department at administrative proceedings as required; prepares proposals for amendments to statutory provisions, rules, guidelines or procedures to provide more effective compliance and enforcement activities as well as improved department operations.

Maintains liaison with the Iowa Attorney General's staff, program administrators or directors, and concerned parties to obtain or convey information on cases, investigative audits or management studies referred for compliance or enforcement action.

Develops and administers a quality assurance program through the establishment of policies, procedures, and corrective action plans which monitor compliance with federal, state, and/or private licensure, certification rules and laws.

**COMPETENCIES REQUIRED**

Knowledge of administrative and common law or financial/program management as it pertains to the compliance program to which assigned.

Knowledge of investigative or auditing techniques as they apply to the program to which assigned.

Ability to acquire a knowledge of specific laws, court decisions, federal and state administrative procedures and program guidelines, as well as established precedents applicable to the employing department's programs.

Ability to acquire a knowledge of appeal rights and remedies as set forth in pertinent laws and administrative rules of the employing department.

Ability to provide advice and recommendations to department staff as necessary.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information individuals or groups effectively by listening and responding appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university and experience equal to three years of full-time investigative or closely related work which involved: preparing interpretative or administrative orders, rules, or regulations which have the effect of law; or interpreting and enforcing federal or state laws governing health care administration; or quality assurance review to determine, through internal audit or analysis, the level of compliance with program requirements; or drafting, negotiating, or examining contracts or related documents required for organizational operations;

OR

graduation from an accredited school of nursing and experience equal to three years of full-time work involving the interpretation and enforcement of federal and state laws governing health care administration or quality assurance review as determined through internal audit or analysis of the level of compliance to program requirements;

OR

graduation from an accredited school of law;

OR

any equivalent combination of qualifying education and experience totaling seven years on the basis that 30 semester hours of college or university course work is equal to one year of experience.

Effective Date: 12/14 KF