



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OKVC COMPLIANCE OFFICER

Job Number: 21005275

Job Code: 96820V250416

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 04/16/2025

Job Revised:

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as the compliance officer for all facilities within the Office of Kentucky Veterans Center. Develops, implements, and maintains the Compliance and Ethics program to ensure compliance with local, state, and federal requirements regarding all aspects of facilities operations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have four years of program compliance experience in a healthcare setting or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in program compliance in a healthcare setting or a related field will substitute the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as the compliance officer for the Office of Kentucky Veterans Centers (OKVC). Develops and maintains the Compliance and Ethics program to ensure operating organization's compliance. Develops and implements an effective Compliance Plan to include compliance standards and procedures, oversight responsibilities, employee training, monitoring, and auditing. Conducts onsite compliance program reviews, virtual reviews, and electronic records and database reviews. Maintains a written record of violations, including reports of suspected wrongdoing, all steps taken to investigate reports, and determinations made based on the findings of the investigation. Interacts with all levels of management throughout the OKVC and the Kentucky Department of Veterans Affairs (KDVA). Obtains access to technologies which provide up-to-date releases on changes in laws, rules, and regulations. Communicates, trains, and monitors staff regarding compliance with laws, rules, and regulations; monitors a publicized confidential reporting system whereby employees and agents can make reports; including 24-hour Compliance Hotline. Establishes and implements systems to enforce the Compliance Plan. Develops and implement policies in response to new or changing State and/or Federal regulations. Provides advice and direction to senior management, staff, and employees to maximize compliance with statutory and regulatory requirements. Performs investigations related to compliance and the Health Insurance Portability and Accountability Act (HIPAA) matters as a result of reported problems or suspected violations. Prepare reports including findings, recommendations, and corrective measures, if warranted, regarding such matters. Reports non-compliance issues detected through auditing and monitoring, nature of corrective action plans, and results of follow-up audits to the Commissioner, Executive Director, or Deputy Executive Director. Serves as the HIPAA Privacy Officer and is responsible for all HIPPA requirements. Manages a Sanction Screening program for all employees, physicians, board members and independent contractors utilizing the System Award Management (SAM), Office of the Inspector General (OIG), and General Services Agency (GSA) lists of excluded providers.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Office Setting or long-term care facility setting including a variety of offices, veterans living quarters and other work areas and environments.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.