

**CHIEF REIMBURSABLE PROGRAMS AND GRANTS COMPLIANCE OFFICER
(DOE)**

General Statement of Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

With direct accountability to the Chancellor, and reporting responsibility to the Compliance Committee, with wide latitude for independent judgment and initiative, the Chief Reimbursable Programs and Grants Compliance Officer will exercise independent initiative, judgment and decision-making related to the development and implementation of the Department of Education's (DOE) policy and operational protocols for Medicaid Compliance Program.

Examples of Typical Tasks

Plan, develop, and formulate policies designed to ensure compliance with Medicaid claiming requirements.

Ensure that the DOE's current resources are adequate for meeting the requirements of NY State Education Law Part 521 Medicaid Provider Compliance Program.

Create and oversee the delivery a comprehensive training program for existing and new DOE employees who are involved in any facet of the program, and private providers of Medicaid eligible services.

Develop and oversee the implementation of protocols for compliance reviews of Medicaid claims.

Oversee the review of confidential student record information to conduct quality assurance reviews of Medicaid claims for compliance with Federal and State claiming requirements, State Plan Amendment and Corrective Action Plans.

Oversee the assessment of current systems to identify compliance risk areas, and the development of corrective action plans; recommend additional safeguards, as needed; develop and share best practices to enhance Medicaid compliance.

Act as liaison with internal and external investigative, law enforcement, and auditing offices. Consult with senior leadership and executive management regarding regulatory, audit, and quality review functions.

CHIEF REIMBURSABLE PROGRAMS AND GRANTS COMPLIANCE OFFICER
(DOE) (continued)

Examples of Typical Tasks (continued)

Oversee the conduct of quality assurance reviews of claims related to reimbursable programs and grants to ensure compliance with Federal and State rules and regulations and reimbursable and grant requirements.

Develop reports to the Chancellor/designee on the results of quality assurance reviews, new developments in reimbursable programs and grants, incidences of non-compliance, recommendations and suggested remedies.

Keep current with developments in reimbursable programs and grants and ensure the alignment of training materials with all regulatory requirements.

Qualification Requirements

1. A master's degree from an accredited college or university in public health, public administration, business administration, public policy, health administration, or a related field and three (3) years of satisfactory full-time professional experience in one or a combination of the following area(s): public health, healthcare compliance, grants administration, contract management or development, program management, budget administration, or a related specialized area; including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described above; or
2. A baccalaureate degree from an accredited college or university and four (4) years of satisfactory full-time professional experience in one of the areas described in "1" above, including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above; or
3. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, or supervisory experience described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.