

COMPLIANCE OFFICER
HOUSTON, TX



Harris County
Public Health

Building a Healthy Community

BERKELEY SEARCH
CONSULTANTS

HARRIS COUNTY- HOUSTON, TEXAS



Harris County Public Health has retained Berkeley Search Consultants to assist with the recruitment of a Compliance Officer. Harris County is the third largest county in the United States, with a population of more than 4.5 million. The county has more than 75 departments and over 18,000 employees. Harris County is governed by Harris County Commissioners Court, which is composed of a County Judge and four Commissioners. The Commissioners Court oversees a \$4.3 billion budget that helps fund key county services and institutions.

Alive with energy and rich in diversity, Houston is a dynamic mix of imagination, talent, and first-class attractions that make it a world-class city. Home to a vibrant economy, beautiful surroundings, and a population full of optimism and spirit, it's no wonder that Houston is a popular international destination. America's fourth-largest city is a cosmopolitan destination, filled with outstanding dining, shopping, and nightlife. Houston is a sprawling metropolis in Texas, extending to Galveston Bay. It's closely linked with the Space Center Houston and the Historic District, which pairs 19th-century architecture with trendy restaurants. Take a stroll through the historic Heights, spend the day exploring the Museum District, or head down to NASA's famous Lyndon B. Johnson Space Center and Space Center Houston, which make it the ultimate destination for universe exploration fans.

POSITION SUMMARY

Under the direction of Executive Director of Public Health, the Compliance Officer is responsible for carrying out compliance, privacy, and department-wide risk functions. The Compliance Officer ensures compliance with federal, state, and local healthcare regulations and requirements, department and county compliance and security matters to managers and staff as required. The Compliance Officer will have a comprehensive knowledge of State and Federal laws specific to healthcare and Public Health. The duties and responsibilities of the Compliance Officer and inclusive of but not limited to:

- Prepares and composes a variety of reports and correspondence related to the areas of responsibility to inform senior leadership and staff on the operation and progress of the compliance program
- Responsible for developing, implementing, and managing department wide privacy program to ensure the confidentiality and integrity of protected health information, and for maintaining the security departmental health information
- Initiates, develops, reviews and revises policies, procedures, and standards for the operation of a department compliance program in conjunction with HR and County Attorneys, that complies with all applicable federal, state, and local requirements
- Mitigates risk by identifying potential areas of vulnerability in business practices and areas at high risk of non-compliance, to develop corrective action plans and drive remediation efforts
- Serves as a liaison to regulatory agencies, both state and federal, relating to compliance or health information privacy and security
- Reviews and approves, where applicable, current, and revised record retention and destruction schedules for compliance with laws and regulations



CORE COMPETENCIES

Basics

- Ability to obtain and filter information, identify, and address key issues relevant to the achievement of strategic organizational goals
- Exceptional project management skills to manage a variety of projects simultaneously
- Previous experience building and managing high performance teams
- High-level of flexibility in fast-paced environments

Leading People

- Fosters an inclusive workplace where equity, diversity, and individual differences are valued and leveraged to achieve the vision and mission
- Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and providing opportunities to learn through formal and informal methods
- Anticipates and meets the needs of internal and external customers

Building Coalitions

- Develops networks and builds alliances, collaborates across boundaries to build strategic relationships
- Identifies external and internal politics that impact the work of the organization
Interpersonal Abilities/Personal Characteristics
- Communicates clearly, effectively, and persuasively both orally and in writing
- Writes in a clear, concise, organized, and convincing manner for the intended audience

Diversity, Equity, Inclusion

- Encourage a respectful and collaborative work environment that recognizes and celebrates diversity, equity, and inclusion
- Identify inequitable practices and policies and assist in implementing strategies to ensure equitable outcomes
- Demonstrate awareness and respect of cross-cultural differences and create inclusive programmatic solutions

Leading Change

- Creates strategic change within and outside the organization to meet organizational goals
- Develops new insights into situations, encourages new ideas and innovations
- Takes a long-term view and builds a shared vision with others, acts as a catalyst for organizational change
- Deals effectively with pressure; remains optimistic and persistent even under adversity
- Recovers quickly from setbacks

QUALIFICATIONS



Education Requirements:

- Bachelor's degree from an accredited university

Licenses/Certifications Preferred:

- Certified in Healthcare Compliance
- Certified in Healthcare Privacy and Security
- RHIA

Experience Preferred:

- Minimum 5 years' experience in regulatory compliance or privacy, quality assurance and control, legal analysis of health care administration, and/or fiscal operations; including at least 1 year's supervisory experience

Special Skills:

- High degree of organizational and critical thinking skills
- Effective written and verbal communication skills
- Flexibility and ability to work in fast-paced, multi-tasking environment
- Ability to interact and engage with stakeholders

Harris County Is an Equal Opportunity Employer and Values Diversity at All Levels of Its Workforce.

APPLICATION PROCESS



- Harris County has retained Berkeley Search Consultants to assist in this recruitment. This is a confidential process and will be handled accordingly throughout various stages of the process.
- This position will be considered “open” until final selection is made.
- Confidential inquiries and questions regarding this career opportunity should be directed to Toni Rodriguez of Berkeley Search Consultants at CO-HCPH@berkeleysearch.com
- Interested parties may apply by emailing a comprehensive resume and cover letter to CO-HCPH@berkeleysearch.com
- Please include “Compliance Officer Recruitment” in the subject line.