

**Sample Job Description  
Compliance Officer Job Description**

<b>Job Title:</b> Compliance Officer	<b>Grade/FLSA:</b>	<b>Dept/Business Unit:</b>	<b>Job Code:</b>
<b>Reports To (Supervisor's Title):</b> Vice President	<b>Human Resources Approval:</b>		<b>Date:</b>
<p><b>Job Function Within Organization:</b></p> <p>Oversees the <u>XXXXXX</u> Compliance Program. Responsibilities include managing the Compliance Program, including all necessary training and policy development, oversight of the <u>XXXXXX</u> Compliance Hotline, including call intake, resolution of reported issues, and documentation of hotline operation; incident and status reporting to the division head and Compliance Oversight Committee; liaison with other functions and with the <u>XXXXXX</u> to ensure appropriate support of and coordination with the <u>XXXXXX</u> Compliance Program.</p> <p><b>Job Components:</b></p> <ol style="list-style-type: none"> <li>1. Administer the division Compliance Program with direction from the the Compliance Oversight Committee and in accordance with HCFA and other Department of Health and Human Services (DHHS) requirements and expectations.</li> <li>2. Communicate any matter deemed potentially illegal, unethical, or otherwise improper to the division head and/or the Compliance Oversight Committee.</li> <li>3. Ensure that any matter potentially requiring external reporting is communicated to the division head and/or the Compliance Oversight Committee.</li> <li>4. Manage the operation of the <u>XXXXXX</u> Compliance Hotline.</li> <li>5. Ensure that the importance of ethical and legal conduct and applicable standards is communicated to all <u>XXXXXX</u> employees and that all employees receive periodic training in these matters.</li> <li>6. Summarize compliance issues for presentation to the Compliance Oversight Committee. Determine committee agenda with advice of the Chairperson.</li> <li>7. Maintain awareness of compliance issues outside of the division to monitor their relevance to the <u>XXXXXX</u> Compliance Program.</li> <li>8. Work with business unit leaders to increase awareness of the importance of the United Healthcare Compliance Program and the <u>XXXXXX</u> Compliance Program.</li> <li>9. Conduct or direct investigations into reported compliance concerns, under the direction of the Legal Department, as appropriate.</li> <li>10. Perform special projects, as assigned.</li> </ol>			
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Broad, general knowledge of the Medicare Program and <u>XXXXXX</u> from a management perspective.</li> <li>• A minimum of a Bachelor's Degree in business conduct, business law, accounting business administration, information systems, or a related area is preferred.</li> <li>• Experience in compliance programs preferred.</li> </ul>			

**Critical Success Factors:**

- Ability to work with all levels of management.
- Sufficient communications skills to present information to appropriate levels of employees at all levels of the organization.
- Reputation for integrity and willingness to challenge higher levels of management on issues arising through Compliance Programs
- Unbiased approach to situations.