

**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>	<b>Human Resources Approval:</b>		<b>Date:</b>
<p><b>Purpose of Position:</b></p> <p>The purpose of the position is to continue to develop, implement, revise and oversee Corporate Compliance Program. Responsibilities include maintaining and expanding visibility for the Corporate Compliance Program at all levels within the Company; training senior management regarding the Company's Corporate Compliance Program; acting as executive director of the Corporate Compliance Program, including managing the agenda of and arranging for ongoing meetings of the Board's Compliance Committee; recommending and implementing compliance initiatives which match the health care regulatory environment; overseeing the Company's Compliance Hotline; and evaluating Company processes for compliance impact</p> <p><b>Major Accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. Administer the Company's Corporate Compliance Program.</li> <li>2. Advise the Company's local, regional and specialized compliance officers with respect to the implementation and/or operation of an effective compliance program.</li> <li>3. Act as an expert with respect to compliance matters requiring external reporting, such as to regulatory and law enforcement agencies.</li> <li>4. Manage the Corporate Ethics Hotline according to government guidelines and in accordance with industry best practices, and communicate any matter deemed potentially illegal, unethical, or otherwise abusive or improper to the Legal Services and/or Corporate Audit Departments, as appropriate. Such management shall include directly investigating some complaints; overseeing the investigation of others; and partnering with Human Resources and Employee Relations to ensure the implementation of consistent disciplinary action which strengthens the integrity of the Corporate Compliance Program.</li> <li>5. Create and oversee a program to educate and communicate the importance of good corporate citizenship to all <u>XXXXXX</u> leaders, employees, contractors, and business partners.</li> <li>6. Train senior management regarding the Corporate Compliance Program.</li> <li>7. Act as day to day manager for the Board's Compliance Committee including arranging for and running meetings of the committee.</li> <li>8. Develop external contacts to position <u>XXXXXX</u> as a leader in health care compliance programs.</li> <li>9. Work with business segment and unit leaders to increase awareness of the importance of the Corporate Compliance program, including the leaders' reporting obligations thereto.</li> <li>10. Build strong, effective relationships within <u>XXXXXX</u>.</li> </ol>			

**Qualifications:**

- Significant experience in the health care industry, with specific ethics/compliance program experience or legal experience.
- Detailed knowledge of the U.S. Sentencing Guidelines and the Foreign Corrupt Practices Act.
- Detailed understanding of government requirements/expectations for health care compliance programs.
- Familiarity with Medicare and Medicaid programs and state insurance laws preferred.
- Demonstrated effectiveness operating in complex organizational environments.
- Excellent written, oral, and presentation communication skills.
- Proven ability to work with all levels of management.
- Strong problem solving skills.
- Demonstrated ability to partner effectively with others in handling complex issues.
- Strong influencing skills and sound business judgment.