

Champaign County Job Description

Job Title: Operations and Compliance Coordinator

Department: Mental Health Board

Reports To: Executive Director

FLSA Status: Exempt

Prepared Date: August, 2017

SUMMARY Under the supervision of and in consultation with the Executive Director, this position coordinates all compliance activities, including monitoring and preparation of reports, and operations of the office and management team.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Serves as FOIA and OMA officer, processing all Freedom of Information Acts (FOIA) inquiries and Open Meetings Act (OMA) requirements. Ensures that all requirements are met, including board staff and training.

Oversees all purchasing for the management team and Boards; monitors budgets for commodities and supplies. Coordinates Annual Reports of the CCMHB and, as desired, similar reports of the CCDBB.

Serves as lead staff in the organization and preparation of meetings of the Developmental Disabilities Board and Mental Health board, including study sessions, trainings, and public hearings. Prepares minutes of proceedings and supports the boards and their officers in parliamentary procedure.

Communicates with the departments of Champaign County, as needed and as appropriate, to ensure that internal operations are effective and coordinated with other local government.

Responsible for organization and maintenance of master files, contract files, and all other required documents for the Mental Health Board and the Developmental Disabilities Board. Files shall include executed contracts, contract amendments, quarterly reports, audits, proof of liability insurance, correspondence, and other information pertaining to contract performance and compliance. Develops compliance checklists, tracking and filing systems, and letters of non-compliance; advises on corrective actions or possible sanctions and tracks improvement in contract performance.

In consultation with the Financial Manager, verifies financial activities, monitors administrative budget, coordinates reports to the Boards and team members, and ensures funded agency compliance with financial reporting requirements.

Works with the Associate Directors, as needed, in compliance monitoring for funded agency compliance with financial reporting requirements. Participates in site visits and other Level Two monitoring activities for selected contracts.

Contributes to, and supports other team members on: needs assessment projects related to mental health, substance use disorder, intellectual and developmental disabilities, with primary focus on coordination and timing of activities and Board reports; development of funding recommendations for the consideration of the Boards, with primary focus on coordination and timing of Board reports; technical assistance to applicant organizations and funded agency users; contract negotiations, with special responsibility for tracking and filing of all required documents; planning of community education/awareness events and activities; and responses to inquiries about mental health, substance use disorders, and intellectual/developmental disabilities services.

Contributes to development of annual allocation criteria and funding priorities and application materials and instructions; evaluation of applications for funding; developments of contracts and amendments per the recommendations of the Boards and consistent with requirements delineated in funding guidelines; evaluation of provider contract compliance based on outcome measures defined in the contract program plans; and annual reports and strategic plans.

Other duties as assigned by the Executive Director and appropriate to the position.

CONTEXT The Mental Health Board and the Developmental Disabilities Board have statutory responsibilities to plan, fund, monitor, and evaluate the local system of care for mental health, substance abuse, intellectual disabilities and developmental disabilities services and programs in Champaign County. A key component of this position is to assure that planning between the Boards is integrated and that the needs of overlapping populations are addressed in a culturally and linguistically appropriate manner, to maximize access to services.

This position may on occasion deal with client files and other client specific information of a confidential nature and shall comply with State and Federal confidentiality statutes. All client information shall be protected from unauthorized disclosure as defined by law and administrative rule.

SUPERVISORY RESPONSIBILITIES May direct or frame the work of student interns and consultants for certain projects. As senior staff, coordinates the reports of other members of the management team.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree or equivalent, extensive work experience with a community behavioral health/developmental disabilities authority or related non-for-profit agency, or equivalent combination of education and on the job training. Knowledge of budgeting and report preparation and knowledge of the requirements of the governing statutes are essential. Significant experience with writing, editing, public meeting minutes, word processing, excel, electronic tracking/online systems recording equipment, customer service, and office management. Expertise with the Open Meetings Act and Freedom

of Information Acts. Familiarity with filing systems, contract document management, payment and reporting systems, and the principles of cultural and linguistic competence.

LANGUAGE SKILLS Ability to read, analyze and interpret contract proposals, professional journals, technical procedures or government regulations including administrative rules and policy documents. Ability to write reports, business correspondence, memoranda, and procedure manuals. Ability to effectively present information and respond to questions from Board members, staff, County staff, Agency personnel, and the general public.

MATHMATICAL SKILLS Ability to calculate figures and amounts such as statistical measures, proportions, and percentages.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draft valid conclusions. Ability to interpret a variety of technical instructions in written and diagrammatic form and deal with several abstract and concrete variables. Skill in the application of modern office methods, solutions to practical problems, and good relationship skills.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to move; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is also required to stand occasionally. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus. The employee is required to perform off-site duties through the use of a personal vehicle.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.