

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: CONTRACT COMPLIANCE ANALYST - aDDAPT

Posting# 2349-0314md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Questionnaire
- College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable

STARTING SALARY: Step 41; \$1,880 bi-weekly (plus benefits package)

Step increase available after completing probation and annually thereafter.

OPENING DATE: February 27, 2014

CLOSING DATE: *Open until filled

*All applications received by March 13, 2014, will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview.

The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general direction of the Deputy Director of Finance-aDDAPT, performs routine and complex professional analytical work relating to contract management and data systems for the Department of Drug and Alcohol Prevention and Treatment.

DUTIES INCLUDE:

Oversees management of and compliance with all terms and conditions of assigned inter-government contracts and grants including fiscal and data submission requirements.

Writes, reviews, and insures implementation of policies and procedures necessary to comply with fiscal and data terms and conditions of assigned contracts and grants.

Ensures software support for systems which may include the electronic health record, Utah County's accounting system, or other software used by the department.

Monitors subcontractors for third-party liability and potential fraud, waste, and abuse, and is responsible for timely preparation and submission of related reports to the appropriate contractor or grantor.

Reports and reconciles data for enrollee and encounters required by various inter-governmental contractors and grantors within the required time frames.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: the Utah State Medicaid program prepaid mental health plan, capitated reimbursement for healthcare delivery systems, government contract language, organization and general terms and conditions; 2nd level support for database applications; basic principles and practices of public administration; applicable laws, codes, and regulations; record keeping and bookkeeping practices and techniques; basic supervisory principles and practices.

Skill in: using standard office equipment; using computers and work-related computer applications including word processing, spread sheets, and data analysis programs; contract analysis, interpretation, and drafting; using correct spelling, grammar, and punctuation; compiling budget documents for distribution.

Ability to: maintain cooperative relationships with those contacted during the course of work activities; work independently in determining work priorities, methods and projects; work in a group and train and lead others.

REQUIREMENTS FOR EMPLOYMENT:

Master's degree in business, public or health administration or a closely related field OR a related bachelor's degree and two (2) years of professional level work experience that included oversight and enforcement of contract terms and conditions, reading and interpreting financial and budget reports, and oversight of data systems. Equivalent combinations of education and experience may also be considered. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS:

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS:

Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

