

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CONTRACT COMPLIANCE ANALYST  
CLASS CODE: 2349

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 9/26/2012 (REVISED 6/15/2012 VERSION)  
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT (aDDAPT)

---

## **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.

## **ESSENTIAL FUNCTIONS**

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.

Oversees sub-contract treatment providers for compliance with pass-through 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.

Makes recommendations to the Director, Deputy Director, and Program Services Managers on delivery network capacity adequacy with regard to assigned contracts and grants.

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.

Takes primary responsibility to prepare for and coordinate external fiscal and data audits required by assigned contractors and grantors.

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

Conducts fiscal and administrative analyses for the department, the Board of Commissioners, and various intergovernmental agencies.

Diagnoses financial problems and proposes solutions.

Prepares historical information, revenue projections, and related information for internal use and distributes this information to the Director and Deputy Director of the department.

Represents the department and the county in meetings with a variety of public and private organizations and gives presentations when required. Coordinates departmental activities with other governmental agencies, underwriters, and rating agencies.

Prepares technical, statistical, and narrative reports. Conducts independent research and analytical studies.

Writes and reviews grant and funding requests and various intergovernmental service agreements.

Conducts Department-wide training programs related to compliance with fiscal and administrative guidelines for assigned revenue producing inter-government contracts and grants.

Performs county management support activities such as preparing board agenda items, assessing the financial impact of proposed amendments to revenue producing contracts, and conducting studies at the request of the Department Director or Deputy Director.

#### **ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Directs the work of others on a project basis.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

**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; 2<sup>nd</sup> 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.

#### **PHYSICAL DEMANDS**

**Typically:** sits at a desk or table.

**Regularly:** walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 20 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

#### **WORKING CONDITIONS**

Work is performed in an office or other environmentally controlled room and requires occasional travel, typically local, for meetings and/or training.

#### **EDUCATION AND EXPERIENCE**

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.

#### **LICENSING, CERTIFICATION AND OTHER REQUIREMENTS**

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

Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and maybe required to have specific job-related knowledge and skills.