

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: COMPLIANCE ANALYST – PART TIME

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to ensure compliance with federal requirements pertaining to the Affordable Care Act within Rutherford County Government and the Rutherford County Board of Education. Duties and responsibilities include working with affiliates who participate in the medical plan, training, documentation and coordination of departments and resources to ensure that the mandated deadlines and protocols are met. Additional responsibilities include conducting audits on various departments to ensure on-going compliance with the standards set forth as they pertain to the Affordable Care Act, contract compliance analysis as requested and other duties as assigned. Reports to the Risk Management Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Responsible for implementation of ACA software which will be used for tracking and reporting required by the Affordable Care Act (ACA).

Work with OIT to develop workflow charts on the end-to-end ACA process.

Develop and implement ACA and benefit management compliance-related policies and procedures throughout the organization and update as needed.

Train staff on ACA software.

Oversee internal reporting systems and inform management about these systems.

Verify that software technology is in place to adequately provide oversight and monitoring in all required areas.

Use of ACA reporting software to ensure that data from the different computer systems (airport/community/county) and benefit system are reporting correctly in order to issue new 1094s/1095s.

Maintain documentation of compliance activities.

File appropriate compliance reports with regulatory agencies.

Identify compliance issues that require follow-up or investigation.

Monitor compliance systems to ensure their effectiveness.

Report violations of compliance or regulatory standards to Risk Management Director.

Disseminate written policies and procedures related to compliance activities.

Serve as a point of contact for management to communicate and seek clarification on issues, dilemmas, or report irregularities.

Rutherford County, Tennessee • Compliance Analyst

Provide management training on compliance related topics, policies, or procedures related to ACA or other laws affecting benefit management.

Verify that regulatory policies and procedures for ACA have been documented, implemented, and communicated

Discuss emerging compliance issues with management.

Develop ACA training for Risk Management staff and others as needed.

Stay up to date on ACA pending changes, trends, and best practices and assess the potential impact of these changes on organizational processes.

Advise management or business partners on the implementation and operation of compliance programs

Consult with director as necessary to address difficult legal compliance issues.

Prepare management reports regarding compliance operations and progress.

Provide assistance to internal or external auditors during ACA compliance reviews.

Assess product, compliance, or operational risks to develop risk management strategies.

Responsible for assuring ACA compliance by documenting and tracking the administrative stability period length and start dates.

Conduct monthly internal reviews or audits to ensure that compliance procedures are followed.

Collect and calculate the average hours worked by part time employees.

Notify appropriate management when an employee becomes benefit eligible.

Document the period when health insurance is offered and any written statements of waived coverage.

Complete work at assigned workstation that is determined by the supervisor.

Must work hours as scheduled.

ADDITIONAL FUNCTIONS

May develop and distribute various communication regarding benefit options, insurance coverage's, costs, and other issues to employee population.

Provide assistance to other employees or departments as needed.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in related field. 5+ years of compliance or regulatory experience in a benefits management environment. Must possess strong project management capabilities. Advanced experience with Microsoft office applications; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires possession and maintenance of a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of computers, equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: filing documents, using copier, going to the supply room

Maximum Continuous Time: 10-15 minutes

2. SITTING

Tasks: utilizing computer/keyboard, writing, reading, talking on the phone, meeting with the employees/retirees

Maximum Continuous Time: 4

3. LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	

26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. **PUSHING/PULLING**

Objects: open drawers of filing cabinet or move the desk chair

Height of hands above floor during push: 12 inches

5. **BENDING/SQUATTING/KNEELING**

Tasks: filing, opening bottom drawer of filing cabinet

Frequency: daily

6. **REACHING**

Tasks: reaching for documents on the shelf, phone, supplies in the stockroom

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Up or down	Weekly	30 seconds	2 pounds
21-36"				

7. **WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	99.5 % of time
Outside	.5 % of time

8. **OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

9. **HAND USE**

Type of Use	Yes	No	Frequency
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Keystrokes	X		Daily
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

No

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date