



OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL
VACANCY ANNOUNCEMENT
UNCLASSIFIED POSITION

Opening Date: February 26, 2016

Closing Date: March 11, 2016

Job Family / Code: GRANT PMP Compliance/Data Quality Analyst (8101)
Position Numbers: 47700110
Announcement Number: 16-1
Salary : \$2,916.66 per month
Number of Vacancies: 1
Work Locations: Oklahoma City Headquarters Office
Division: Diversion

Application Filing Procedures: Please submit to Human Resources on or before the closing date:

- Cover letter identifying title of the position, announcement number and daytime contact information including email address
- Resume
- If currently a state employee, please provide current or most recent PMP evaluation.

Requirements: A selected *classified* applicant must sign a letter of understanding that they are resigning the classified service to accept the position in the unclassified service.

Subsequent to conditional offer of employment, a background investigation, polygraph, and drug test must be successfully completed.

Overview:

The Prescription Monitoring Program (PMP) Compliance/Data Quality Analyst establishes and implements an effective compliance program to prevent illegal, unethical and improper conduct in the use of protected health information while ensuring that physicians and pharmacies are reporting accurately and in a timely manner consistent with state law and administrative policy.

Education and Experience Requirements: A Bachelor's degree Public Administration, Health Administrations or Ethics. In lieu of a degree, 1 year of experience in a related field may be substituted for each year of equivalent education.

Qualifications:

- Ability to work in cross-functional teams and with diverse professionals
- Attention to detail and thoroughness
- Ability to manage multiple priorities in a timely manner
- Demonstrated exceptional customer service skills with a focus on resolving problems and building effective compliance programs
- Understanding of legal concepts, government policies, health and law enforcement environments and total quality management principles
- Ability to be flexible
- Ability to use standard office equipment, computers, Office 2010 or newer, phones and photocopiers

Desired Qualifications:

- Demonstrated leadership ability and ability to communicate effectively in writing and orally
- 2 years of experience working with government, medical and law enforcement professionals in a collaborative environment, and
- Keep compliance programs in either a government, medical and/or law enforcement field
- Understanding of database schemas and data collection, and how they affect data quality
- Understanding of risk management

Major Work Duties:

Following are some of the major job duties:

- Develops, initiates, maintains and revises policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical or improper conduct
- Manages day-to-day operation of the compliance program
- Develops and periodically reviews and updates Standards of Conduct for accessing and using protected health care information by all users of the Prescription Monitoring Program
- Collaborates with the PMP Administrator and Diversion Command Staff to direct compliance issues to appropriate channels for investigation and resolution.
- Consults with legal counsel as needed to resolve difficult compliance issues.
- Responds to alleged violations of rules, regulations, policies, procedures and standards of conduct by evaluating or recommending the initiation of investigative procedures.
- Develops and oversees a system for the uniform handling of such violations
- Identifies potential areas of compliance vulnerability and risk, develops and implements corrective action plans for problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future
- Provides reports on a regular basis or as directed on compliance efforts
- Ensures proper reporting of violations or potential violations to authorized enforcement agencies as required
- Establishes and provides direction and management of the compliance hotline
- Institutes and maintains an effective compliance communication program, including but not limited to, use of the compliance hotline, awareness of standards of conduct and an understanding of related policies and procedures
- Ensures that all controlled drug dispensers are in compliance with state law, rules and policies for reporting protected health information to the agency
- Works cooperatively with the training analysts and helpdesk analysts in identifying and correcting compliance issues
- Monitors PMP data submissions for completeness, accuracy and corrections
- Provides training and course material in an effort to educate users of the PMP system on compliance issues
- Assists with training, social media and web site development as needed or directed
- Performs related duties or activities as assigned

Knowledge, Skills and Abilities

- Clearly and effectively present information both orally and in writing, to medical professionals, law enforcement personnel and the general public
- Read, analyze and interpret manuals, policy, procedures and instructions
- Prioritize and schedule work
- Exercise sound judgment within policy and procedural guidelines
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with co-workers, external customers and medical professionals
- Able to work under pressure and time constraints

Application materials must be received by 5 p.m. on the closing date. Send to: OBN Headquarters: 419 N.E. 38th Terrace, Oklahoma City, OK 73105 or email directly to HR at cnolen@obn.state.ok.us
Contact Crystal Nolen with questions at: 405-530-3145 / 1-800-522-8031

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