Minimum Qualification Specifications
for the Class:

REGIONAL COMPLIANCE & PRIVACY OFFICER

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a bachelor's degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

Experience Requirements:

Experience: Four (4) years of progressively responsible professional work experience which demonstrates knowledge of compliance and privacy principles and practices in a hospital or health care facility or program. Such work must have involved participation in the development of policies and procedures to meet State, Federal and other agencies' compliance and privacy rules, regulations and standards for an acute hospital and/or integrated delivery system; investigation and analysis of compliance/privacy issues for potential liability; and a broad knowledge of administrative and clinical hospital operations.

Supervisory Aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience:
Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope

and responsibility with proven results/favorable outcomes as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition, which would cause applicants to be a hazard to themselves or others, is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources/Designee.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specifications for the class, REGIONAL COMPLIANCE & PRIVACY OFFICER to clarify supervisory aptitude, effective April 16, 2013.

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This is the first minimum qualification specifications for the class, REGIONAL COMPLIANCE & PRIVACY OFFICER.

DATE APPROVED: April 16, 2013   _____
                                                        PAUL TSUKIYAMA
                                                        Director of Human Resources