SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/08/17 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: RISK MGMT & COMP ANALYST I SCDC POSITION #: 010031
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: CHIEF LEGAL AND COMPLIANCE OFFICE, COLUMBIA (RICHLAND)

STATE JOB TITLE: RISK MGT&COMPLIANCE AN I STATE JOB CLASS: AF10
PAY BAND/LEVEL: 06 B
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 041561 - $ 053676 SCEIS POSITION #: 61022904

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND RELEVANT WORK EXPERIENCE. A
BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED
WORK EXPERIENCE.
A BACHELOR'S DEGREE IN PUBLIC HEALTH, PROGRAM EVALUATION, SOCIAL
SCIENCE, BUSINESS ADMINISTRATION, HEALTH ADMINISTRATION, STATISTICS
AND TWO (2) YEARS EXPERIENCE IN QUALITY IMPROVEMENT AND RISK MANAGE-
MENT OR COMPLIANCE AUDITING; OR AN ASSOCIATE'S DEGREE IN PUBLIC
HEALTH, PROGRAM EVALUATION, SOCIAL SCIENCE, BUSINESS ADMINISTRATION,
HEALTH ADMINISTRATION, STATISTICS AND FOUR (4) YEARS IN QUALITY
IMPROVEMENT AND RISK MANAGEMENT OR COMPLIANCE AUDITING; OR A HIGH
SCHOOL DIPLOMA AND SIX (6) YEARS EXPERIENCE IN QUALITY IMPROVEMENT
AND RISK MANAGEMENT OR COMPLIANCE AUDITING. PREFERRED: MASTER'S DEGREE
IN RELEVANT FIELD (E.G. PUBLIC HEALTH, PROGRAM EVALUATION, SOCIAL
SCIENCE, BUSINESS ADMINISTRATION, HEALTH ADMINISTRATION, STATISTICS);
ADVANCED CERTIFICATION OR LICENSURE IN HEALTH CARE OR PROCESS IMPROVE-
MENT IS DESIRED (PROJECT MANAGEMENT, LEAN)
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DESCRIPTION OF DUTIES:
WORKS IN PARTNERSHIP WITH THE DIVISION DIRECTOR OF QUALITY IMPROVEMENT
& RISK MANAGEMENT (QIRM) & QIRM PROGRAM MANAGER TO DEVELOP & EXECUTE
STRATEGIES TO ACHIEVE IMPROVEMENTS THAT ALIGN WITH AGENCY GOALS,
POLICIES & PROCEDURES. PERFORMS QUALITY IMPROVEMENT ASSESSMENTS &
SUPPORT EVALUATION OF THE AGENCY'S PROGRAMS & SERVICES, POLICIES,
STANDARDS, PROCEDURES & CONTROLS. ASSISTS IN DEVELOPMENT OF COMPLIANCE
DOCUMENTATION BASED ON INSTITUTIONAL AUDITS OF SYSTEMS PROCESSES.
COORDINATES THE DEVELOPMENT OF PROJECT SPECIFIC GOALS, MEASURES, &
CHANGE IDEAS. DESIGNS MEASUREMENT SYSTEMS FOR PROCESS IMPROVEMENT
INITIATIVES. ESTABLISHES & MAINTAINS EFFECTIVE INTRA-AGENCY
RELATIONSHIPS & SERVES AS SUBJECT MATTER EXPERT FOR QUALITY
IMPROVEMENT WORK. ASSISTS INSTITUTIONS IN LEARNING PRINCIPLES & TOOLS
& METHODS. DEVELOPS TEMPLATES FOR SPECIFIC QUALITY MEASURES. CONDUCTS
REGULAR POLICY & PROCEDURE REVIEWS TO ENSURE COMPLIANCE & MONITORS
IMPLEMENTATION DELIVERABLES. DETECTS & ADVISES MANAGEMENT OF RISKS.
COMMENTS:
UNTIL FILLED