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 MANAGEMENT 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 IMPROVEMENT IS DESIRED (PROJECT MANAGEMENT, LEAN)
MENT IS DESIRED (PROJECT MANAGEMENT, LEAN).

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