



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Agency Attorney, Level III	TITLE CODE # 30087
OFFICE TITLE Associate Health Care Compliance Officer	SALARY \$70,034-Minimum salary for full-time employees with less than 2 years of City Service \$80,539-Minimum salary for full-time employees with more than 2 years of City Service
BUREAU/DIVISION/UNIT Legal Affairs / Office of Health Care Compliance	LOCATION 9 MetroTech Center, Brooklyn NY

JOB DESCRIPTION:

Under the direction of the FDNY Health Care Compliance Officer (“HCCO”), the Associate Health Care Compliance Officer (“Associate HCCO”) will work throughout all FDNY Bureaus and in the WTC Health Programs to ensure that the FDNY health care compliance program responsibilities are fulfilled. Responsibilities include, without limitation, the following: assist the HCCO in conducting monthly government exclusion list screening for relevant covered FDNY employees; responding to compliance Helpline and other reported complaints, as required; conducting and reporting bi-monthly committee activities for EMS Medical Billing, WTC Health Program, and FDNY Executive Compliance Workgroup Committee; assist in conducting annual FDNY compliance risk assessments; developing and implementing Department-wide, and Bureau specific compliance work plans; and providing compliance training and education. The Associate HCCO selected to fill this position will also have responsibilities in assisting in the implementation of FDNY’s HIPAA Privacy and Security compliance activities, and mandatory compliance program policy development.

QUALIFICATION REQUIREMENTS:

1. Admission to the New York State Bar; and either "2" or "3" below.
 2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
 3. Six months of satisfactory service as an Agency Attorney Intern (30086).
- Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

To be assigned to assignment level III candidates must have two years of experience in assignment levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

PREFERRED SKILLS:

Excellent legal judgment, research and writing skills, good computer skills and the ability to work with non-legal staff and as a member of a team.

Valid certification in Healthcare Compliance issued by the Compliance Certification Board of the Health Care Compliance Association.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency Human Resources Representative at time of interview.

TO APPLY:

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/JOBS.
CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 189391.
Please note that only candidates considered for an interview will be contacted.

DATED: April 21, 2015 ***POST UNTIL*:** May 10, 2015

*“FDNY is ranked as the top place to work among gov’t agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov’t agencies, and U.S. divisions of multi-national.”
-Forbes magazine, on “America’s Best Employers 2015”
The Fire Department is an Equal Opportunity Employer.*

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