SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT
BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY
CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE
CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES,
WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF
THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

THE SOUTH CAROLINA DEPARTMENT OF CORRECTIONS IS COMMITTED TO PROVIDING EQUAL OPPORTUNITIES TO ALL APPLICANTS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX (INCLUDING PREGNANCY), NATIONAL ORIGIN, AGE (40 OR OLDER), DISABILITY OR GENETIC INFORMATION.

SCDC INTERNAL TITLE: RISK MGMT & COMPLIANCE I

SCDC POSITION #: 021696

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0830 AM - 0430 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 #: 61082301

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT WORK EXPERIENCE. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED WORK EXPERIENCE

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE IN PUBLIC HEALTH, PROGRAM EVALUATION, SOCIAL SCIENCE, BUSINESS ADMINISTRATION, HEALTH ADMINISTRATION, STATISTICS AND TWO (2) YEARS OF 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.

PREFERRED: MASTER'S DEGREE IN RELEVANT FIELD (E.G. PUBLIC HEALTH,
PROGRAM EVALUATION, SOCIAL SCIENCE, BUSINESS ADMINISTRATION, HEALTH
ADMINISTRATION, STATISTICS).

DESCRIPTION OF DUTIES:

WORKS WITH THE DIVISION DIRECTOR OF QUALITY IMPROVEMENT & RISK
MANAGEMENT (QIRM) & QIRM PROJECT MANAGER TO DEVELOP & EXECUTE
STRATEGIES TO ACHIEVE IMPROVEMENTS THAT ALIGN WITH AGENCY GOALS,
POLICIES & PROCEDURES. PERFORMS QUALITY IMPROVEMENT ASSESSMENTS
COMPLIANCE AUDITS, AND EVALUATION OF THE AGENCY'S PROGRAMS & SERVICES,
POLICIES, STANDARDS, PROCEDURES & CONTROLS. ASSISTS IN DEVELOPMENT OF
COMPLIANCE DOCUMENTATION BASED ON INSTITUTIONAL AUDITS OF SYSTEMS
PROCESSES. DEVELOPS PROJECT SPECIFIC GOALS, MEASURES & CHANGE IDEAS.
DESIGNES MEASUREMENT SYSTEMS FOR PROCESS IMPROVEMENT, AUDITING, AND
COMPLIANCE INITIATIVES. ESTABLISHES AND MAINTAINS EFFECTIVE INTRAAGENCY RELATIONSHIPS & SERVE AS SUBJECT MATTER EXPERT FOR QUALITY
IMPROVEMENT WORK. ASSISTS INSTITUTIONS IN LEARNING PRINCIPLES & TOOLS
& METHODS. DEVELOPS TEMPLATES FOR SPECIFIC QUALITY MEASURES. CONDUCTS
REQULAR POLICY & PROCEDURE REVIEWS TO ENSURE COMPLIANCE & MONITORS

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IMPLEMENTATION DELIVERABLES. DETECTS & ADVISES MANAGEMENT OF RISKS.

MUST SUBMIT RESUME WITH APPLICATION.