

## **CONTRACTING AND COMPLIANCE SPECIALIST**

The Fund for Public Health in New York City, (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

### **PROGRAM OVERVIEW**

The Primary Care Information Project (PCIP), a bureau in the NYC Department of Health and Mental Hygiene (DOHMH) is devoted to improving health by promoting and supporting primary care. The PCIP works with over 1,300 health care organizations on increasing clinical prevention opportunities, reducing health disparities, managing/preventing chronic disease, and creating community linkages to support health promotion.

Many of the activities and services to primary care are funded by grants and delivered through the New York City Regional Electronic Adoption Center for Health (NYC REACH) devoted to promoting and supporting the adoption of the chronic care model; using payment reform to advance population health by advocating and promoting reforms and programs that will facilitate the delivery of quality primary care; and monitoring the New York City healthcare system by leveraging data to monitor quality of care and population health to inform public health decisions. To learn more, visit us at [www.nyc.gov/pcip](http://www.nyc.gov/pcip) or [www.nycreach.org](http://www.nycreach.org)

### **POSITION OVERVIEW**

PCIP has an exciting opportunity for a **Contracting and Compliance Specialist**. Reporting to the Senior Manager of Finance and Operations, the **Contracting and Compliance Specialist** will serve as the principal advisor on contracting and compliance matters to the bureau's leadership team. The **Contracting and Compliance Specialist** may also provide advice at the division level on similar matters. This role will be based at the New York City Department of Health and Mental Hygiene located in Long Island City, Queens.

## **RESPONSIBILITIES**

The **Contracting and Compliance Specialist** will manage contracting and compliance at PCIP, a bureau of over 100 staff and a variety of unique prevention and primary care programs. The **Contracting and Compliance Specialist will** collaborate with leadership on strategic program development and will focus on two core areas: **contracting**, and **data management and compliance**:

### **Contracting (50%)**

- Draft partnership agreements and vendor scopes of work, working in partnership with program management and subject matter experts to ensure these agreements will meet program needs at minimal risk and cost.
- Manage the development and execution of agreements, working with internal and external stakeholders for contract drafting, review, revision, monitoring, execution, and management.
- Assist the PCIP Finance Manager to implement and interpret contractual language in regard to vendors' obligations.
- Represent PCIP in negotiations with counterparties across a wide range of subject matter areas.
- Liaise with legal authorities at the agency's Office of the General Counsel and the Fund for Public Health in New York in order to obtain approval for contractual revisions.

### **Data Management and Compliance (50%)**

- Work with PCIP program staff to design program operations in a way that minimizes risk and complies with agency policies while also efficiently meeting program goals.
- Lead PCIP's internal data exchange committee in managing, responding to, analyzing, and monitoring all data requests.
- Assist PCIP Information Technology with the implementation of IT solutions in compliance with License Agreements and Terms of Services.
- Collaborate with PCIP's bioinformatics team, DOHMH IT Security, and the Chief Privacy Officer to streamline data acquisition, management, storage, and security.
- Develop and implement confidentiality and security procedures; generate protocols and monitoring processes to appropriately manage privacy and security risks.
- Train and monitor staff compliance with agency confidentiality, conflicts of interest, and similar policies.
- Evaluating proposed agency policies for their impact on staff and programs.

### **Desired Characteristics**

PCIP has a unique and dynamic culture, and we're looking for a strategic thinker with keen business insight who embodies the following characteristics:

- Proactive, creative problem solver/issue spotter who thrives on fast-paced, multi-project environment.
- Capacity to independently think through business operations through a security and compliance lens, identify areas for improvement, and design and implement solutions.
- Ability to take on new/unique projects, learn on the go, and ask questions.
- A "Yes" mentality: learning/understanding staff goals and working closely with staff to design processes that will support staff in accomplishing goals and developing strong activities and projects.
- Ability to work independently with minimal direction and supervision.
- Excellent attention to detail, organizational skills, and follow through.
- Superior writing skills and the ability to engage and communicate effectively with a diverse group of stakeholders.
- Excellent cross-group collaboration skills, demonstrated maturity and ability to impact and influence people at all levels in the organization.

### **QUALIFICATIONS**

#### **Educational & Experience Requirements:**

- Bachelor's degree required
- At least 3-5 years of legal, management, or compliance experience in a large, complex organization.
- Must have strong knowledge of the healthcare and/or public health sectors.
- Experience interpreting privacy and/or data security regulations.
- Experience drafting, reviewing, and/or managing contracts and/or other binding agreements.

#### **Desired:**

- JD preferred
- Strong knowledge and experience with information technology, including a demonstrated ability to quickly learn and evaluate new systems.
- Experience with research and evaluation, including knowledge of IRB processes.

**There is a potential for this position to transition to DOHMH and therefore candidates must meet DOHMH eligibility requirements, including NYC residency.**

### **SALARY AND BENEFITS**

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience and education.

**TO APPLY**

To apply, send the following documents to [publichealthjobs@fphnyc.org](mailto:publichealthjobs@fphnyc.org) with “Contracting and Compliance Specialist and your name” in the subject line.

- Resume
- Cover letter
  - Include salary requested and how your experience relates to this position
  - Applications without a cover letter will not be considered
- A writing sample of no more than three pages, on any topic, representing the applicant's own unedited work and demonstrating the applicant's ability to explain a complex idea in a clear and concise manner.

***The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.***