Program Manager, Compliance

| Only open to candidates residing in California | Opportunity to make a difference in your community | Position not eligible for sponsorship |

General Description
As a Compliance Program Manager, you will play a key role in evaluating, designing, and improving our compliance initiatives. You will work closely with our Compliance Department management, establishing and maintaining effective relationships with internal and external stakeholders. Your expertise will be crucial in aligning government affairs, regulatory affairs, and compliance operations to support our business units seamlessly.

Duties & Responsibilities
Essential Functions:
• Collaborate with Compliance Department management to implement compliance controls transparently and efficiently within the organization.
• Evaluate and improve systems, processes, and interactions between Compliance Department and business owners for high-quality operational outcomes.
• Act as a liaison between business units and regulatory agencies, ensuring seamless communication and compliance.
• Contribute to project teams, assigning and monitoring work, and providing guidance and leadership.
• Educate and collaborate with external partners to identify innovation opportunities and adopt improvement actions.

Requirements
These are the qualifications typically needed to succeed in this position. However, you don’t need to meet every requirement to apply.

Education and experience
• Bachelor’s Degree in Business Administration, Health Care Management, or Public Policy required. MBA, MPH, or MPP preferred.
• Minimum three (3) years of managed care experience, preferably with Medicare/Medi-Cal experience.
• Previous project/program management experience required.

Knowledge of:
• Proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, PowerPoint.
• Change management and process improvement techniques.
• Project management, program evaluation, and consulting skills.
• Knowledge of accrediting/regulatory body requirements preferred.

Ability to:
• Work cooperatively with others and support team decisions.
• Communicate effectively, both verbally and in writing.
• Think critically and make informed decisions.

Salary and benefits
The starting salary range is $89,554-$118,659, depending on the candidate's work experience.

Excellent benefits package includes:
• HPSM-paid premiums for employee’s medical, dental and vision coverage (employee pays 10% of each dependent’s premiums)
• Fully paid life, AD&D and LTD insurance
• Retirement plan (HPSM contributes equivalent of 10% of annual compensation)
• 12 paid holidays a year, 12 paid sick days a year and paid vacation starting at 16 days a year
• Tuition reimbursement plan
• Employee wellness program

To apply, submit a resume to careers@hpsm.org.

It is HPSM’s policy to provide equal employment opportunity for all applicants and employees. HPSM does not unlawfully discriminate based on race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, veteran status, registered domestic partner status, genetic information, gender, gender identity, gender expression, or any other characteristic protected by applicable federal, state, or local law. HPSM also prohibits discrimination based on the perception that an applicant or employee has any of those characteristics or is associated with a person who has or is perceived to have any of those characteristics.