# Attorney – Regulatory Unit
# Medicaid Fraud Division
# New Jersey Office of the State Comptroller

**Unclassified Regulatory Officer 2**
**Salary Range: P29 - $83,619.58-$119,250.94**

## About the Office:

The Office of the State Comptroller (OSC) is an independent state agency that oversees the Executive Branch of state government. Our mission is to make the government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates; municipalities, school districts, counties, state colleges and universities, independent state authorities, and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee New Jersey's Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

## About the Division:

The Medicaid Fraud Division (MFD) oversees New Jersey's Medicaid program. The Division works to improve the efficiency and integrity of Medicaid in New Jersey and returns millions of dollars to taxpayers each month. The Division consists of the Audit Unit, Data Mining Unit, Regulatory and Recovery Unit, Third Party Liability Unit, and Investigations Unit. MFD audits and investigates healthcare providers, recipients, and managed care organizations (MCOs) that coordinate the provision of an individual's health care needs. We evaluate the care provided to Medicaid recipients and work to prevent and detect fraud, waste, and abuse in the program. In addition, we pursue civil and administrative enforcement actions, and disqualify providers from participating in the Medicaid program when necessary.

## About the Role:

We are seeking a motivated and committed professional to serve as Regulatory Officer in the Regulatory and Recovery Unit. This individual will be required to work as part of a team of other attorneys to effectively recover funds and pursue enforcement actions.

## Responsibilities:

- Assist in investigations and audits conducted by the Division by providing legal and regulatory guidance, including negotiating settlements.
- Advise the Division on the application of federal and state law.
- Handle all phases of office's efforts to identify and recover improperly expended Medicaid funds.
- Draft and review policies, procedures, regulations.
- Prepare documents used to support effort to debar/suspend providers, and represent OSC in debarments/suspensions, recovery actions, and any settlement/negotiations regarding the same.
- Participate in litigation on behalf of OSC in coordination with the Office of the Attorney General in proceedings before the Office of Administrative Law; including through court appearances, discovery, motion practice, oral argument, and trials.
- Guide investigative staff as needed; including review, editing, and other staff on ongoing audits, investigations, and other matters.
- Collaborate and coordinate with the audit, investigative and data mining units.
- Assist in ensuring that the State properly collects and accounts for Medicaid-related recoveries.

**Requirements:**

- Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.
- Membership in the New Jersey Bar in good standing.
- Two (2) years of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency, or two (2) years of experience as an attorney, one (1) of which must have been in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency.

**The ideal candidate will have the following skills and experience:**

- Excellent verbal and written communication skills.
- Litigation experience.
- Negotiation skills.
- Ability to synthesize and summarize complex data and information.
- Ability to clearly communicate complex quantitative and qualitative concepts.
- Experience analyzing statutes, regulations and case law.
- Adept at multi-tasking, delegating, handling multiple projects, and prioritizing competing deadlines.
- Experience in health care and/or Medicaid preferred but not required.

**Interested candidates should submit a cover letter, resume, writing sample and three references to:**

Shama Nix
Office of the State Comptroller
P.O. Box 024
Trenton, NJ 08625
Email: careers@osc.nj.gov

**NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.**

*The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.*