



## Example of Regulatory Coordinator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of regulatory coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for regulatory coordinator

- Perform analyses and provide guidance and recommendations in support of regulatory cases and financial impact of cases before the Oklahoma Corporation Commission, Arkansas Public Service Commission, the Federal Energy Regulatory Commission or other state and federal agencies
- Research/draft testimony on behalf of the Company's expert witnesses, covering numerous fields of expertise for regulatory proceedings, styled for the appropriate regulatory jurisdiction
- Coordinate research, analysis, workpapers, testimony and other case related work of other regulatory members and compile them into a professional package ready for filing
- Perform research and analysis needed to interpret, guide, and develop testimony and discovery request responses
- Prepare briefing material and/or communications for senior management, customer and client organizations and regulators
- Coordinate the research, analysis and interpretation of data and disseminate information and reporting to the OCC, APSC, FERC, or other government agencies
- Assists with preparation of grant applications and management of awarded contracts
- Prepare and submit start-up regulatory packets to Sponsor and IRB
- Strong focus on teamwork, attention to detail, excellent organizational skills

## Qualifications for regulatory coordinator

- Demonstrated knowledge of CMS Quality and OIG Compliance standards related to the provision of health care
- Two (2) or more years of administrative or supervisory experience
- Master's degree in health care related field, quality or project management
- BA/BS degree, experience may substitute
- Professional demeanor, critical thinking, excellent communication and organizational skills to work with a wide audience
- Knowledge of Clinical Research and regulatory forms is preferred