

TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600-21

AUSTIN, TEXAS 78701

512.305.8001

<http://www.tsbp.state.tx.us>

JOB VACANCY NOTICE

Manager IV

Salary Group B25

Listing No. 14-006
Functional Title: Chief of Investigations
Type: Full-Time
Salary Range: \$5,200 - \$5,700 per month
Refer To: Carol Fisher

Opening Date: September 17, 2013
Closing Date: October 17, 2013

10% TRAVEL REQUIRED

JOB DESCRIPTION:

Assists Division Director in directing, evaluating, and accomplishing activities relating to Division goals and objectives. Performs advanced (senior-level) and highly responsible managerial work relating to the oversight of investigations conducted by the agency's investigative staff. Responsible for monitoring and evaluating the quality and quantity of investigations conducted by field and in-house investigators. Ensures that investigations are completed in a timely manner. Provides direction and guidance to field investigators working independently. May conduct field investigations. Facilitates and coordinates joint investigations with other law enforcement agencies. Conducts reviews of accountability audits with licensees. Makes presentations. Maintains liaison with local, state, and federal law enforcement and regulatory agencies.

MINIMUM QUALIFICATIONS (License, Education, Experience):

Graduation from a standard senior high school or equivalent is required. Graduation from an accredited four-year college of university is highly desirable. College course work that is job-related is preferred. Must have a minimum of five years experience investigating administrative and/or criminal cases. Should have a minimum of five years experience as a manager, supervising the work of others. Education and experience may be substituted for one another. Prior experience investigating complaints involving the practice of pharmacy is highly desirable. Must have demonstrated ability with personal computer and office equipment, including knowledge of Microsoft Office and Word.

Must be licensed as a peace officer by the Texas Commission on Law Enforcement (TCOLE). Advanced Peace Officer or Master Peace Officer is preferred. Must pass comprehensive background check required by TCOLE to include a drug screen and psychological exam. Must possess a valid Texas Driver's License. A valid driver's license and the ability to be insured by the agency's insurance carrier are conditions of employment for those employees required to drive on agency business and time.

REMARKS

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Applicants who are selected for interviews will be required to complete skills tests in the Austin office. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete & unsigned applications will not be considered. Resume may supplement, not replace application. Applications must be received in the TSBP office by 5 p.m. on closing date above.

Job description & state of Texas application may be downloaded from the TSBP website:

<http://www.tsbp.state.tx.us>. Mail or fax completed applications to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-600, Austin Texas 78701, FAX 512-305-8009.

This job is considered an exempt position under the Fair Labor Standards Act (FLSA). Employees in jobs covered by FLSA who actually work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

An Equal Employment Opportunity Employer

TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.

TEXAS STATE BOARD OF PHARMACY

POSITION TITLE: Chief of Investigations
DIVISION: Enforcement
SUPERVISOR: Director of Enforcement
STATE CLASSIFICATION TITLE: Manager IV
STATE CLASSIFICATION NUMBER: 1603
STATE PAY GROUP: B25
FLSA STATUS: Exempt

GENERAL POSITION SUMMARY:

Assists Division Director in directing, evaluating, and accomplishing activities relating to Division goals and objectives. Performs advanced (senior-level) and highly responsible managerial work relating to the oversight of investigations conducted by the agency's investigative staff. Responsible for monitoring and evaluating the quality and quantity of investigations conducted by field and in-house investigators. Ensures that investigations are completed in a timely manner. Provides direction and guidance to field investigators working independently. May conduct field investigations. Facilitates and coordinates joint investigations with other law enforcement agencies. Conducts reviews of accountability audits with licensees. Makes presentations. Maintains liaison with local, state, and federal law enforcement and regulatory agencies.

REPORTING RELATIONSHIPS:

Serves as team leader and assists in the supervision of field investigators, Senior Staff Investigator and Investigative Case Manager. Works in the agency office and in the field under the limited supervision of the Director of Enforcement with considerable latitude for the use of initiative and independent judgment within the limits of the agency and Division policies and procedures. Works with the agency's legal staff to ensure that case reports/files for disciplinary cases contain sufficient evidence to institute disciplinary action against a license.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in the selection, development, promotion, and discipline decisions regarding team members. Oversees day-to-day activities of team members. Responsible for work performed by team members. Assists in performance evaluations for team members.

Responsible for the orientation and training of new team members. Assesses training needs of all team members. Responsible for agency's compliance with requirements established by the Texas Commission on Law Enforcement (TCOLE).

ESSENTIAL DUTIES AND RESPONSIBILITIES continued:

Assigns cases to investigators according to established priorities. Oversees investigations for case progress. Approves or advises follow-up steps.

Reviews investigative reports to ensure the consistent and correct application of policies and procedures, and recommends action to the Director of Enforcement.

Reviews activity reports submitted by team members. Reviews/approves travel vouchers submitted by field investigative staff. Ensures that team members submit required reports by due dates.

May conducts field investigations of alleged violations of pharmacy and drug laws/rules.

May conduct reviews of evidence with licensees in the field, prior to referral of cases to Legal Division. Conducts in-depth reviews of accountability audits with licensees.

Facilitates and coordinates investigations with various local, state, and federal officials and regulatory agencies. May participate in these types of investigations in the field.

May attend informal disciplinary settlement conferences.

Develops and implements techniques for evaluating program activities. Assists in the development of Division policies and procedures.

Assists in the development of policies and procedures relating to the law enforcement duties of commissioned peace officers. Implements and monitors compliance with policies and procedures, to include compliance with TCOLE requirements.

Assists in the development of policies and procedures relating to the Asset Forfeiture Program in compliance with the laws/rules relating to State and Federal Seizure Funds. Monitors agency's compliance with the policies and procedures, including the reporting requirements to applicable entities.

Assists in the development of policies and procedures relating to the agency's Fleet Program. Monitors compliance with the policies and procedures, including oversight of vehicle maintenance and inspections.

Responsible for the maintenance of records relating to evidence in the agency's evidence locker. Responsible for the agency's in-house security system.

ESSENTIAL DUTIES AND RESPONSIBILITIES continued:

Responsible for the agency's compliance with the laws and rules governing the operation of the in-house Texas Law Enforcement Telecommunications System.

Reviews relevant materials to keep abreast of trends and developments regarding the practice of pharmacy, as well as law enforcement/regulatory matters.

Delivers speeches and makes presentations regarding the agency's enforcement policies, prevention of drug diversion, and other investigative matters.

Complies with all agency personnel policies, including regular attendance.

OTHER DUTIES:

Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of investigative procedures and rules of evidence, including handling of evidence.
- Thorough knowledge of the laws and rules governing the practice of pharmacy, including the Texas Pharmacy Act/Rules, Federal and State Texas Controlled Substances Act/Rules, and Texas Dangerous Drug Act.
- Thorough knowledge of agency policies and procedures.
- Ability to plan, assign, and supervise the work of others.
- Ability to choose alternatives based on the specific situation.
- Ability to initiate, develop, organize, monitor, and carry out program activities and administrative policies and procedures, including ability to meet deadlines.
- Ability to maintain effective working relationships with other employees.
- Ability to communicate clearly, both verbally and in writing.
- Ability to interact with a variety of contacts professionally and tactfully.
- Problem solving and reasoning skills.
- Ability to deal with professionals under adversarial conditions.
- Working knowledge of standard office equipment, including personal computer.
- Ability to maintain confidentiality.
- Memory skills.

EDUCATION AND EXPERIENCE REQUIREMENTS:

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ENVIRONMENT/PHYSICAL CONDITIONS:

Work includes work at TSBP Headquarters (normal office environment) and field work. Tobacco free work place (no smoking or use of tobacco products both in state vehicle and agency office). Work involves sitting and operating a personal computer for long periods of time. Work involves reading and reviewing large numbers of documents, including checking accuracy of accountability audits and computation charts involving mathematical calculations. Work involves processing information quickly and accurately. Work involves frequent verbal communication with others, in person and by telephone. Work involves transporting of files and evidence. Work involves traveling by automobile to distant locations throughout Texas to conduct investigations and/or reviewing evidence collected by others. Work may involve traveling to the site of an investigation, assuming an undercover role, participating in joint covert investigations of pharmacists suspected of diverting prescription drugs, and interviewing or interrogating informants and suspects. Work may involve traveling to conferences and meetings. Travel may involve being away from home for several consecutive days and/or sitting and driving for long periods of time. Travel may involve flying by commercial airline to distant locations.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.