

TEXAS STATE BOARD OF PHARMACY
333 GUADALUPE ST, STE 3-600-21
AUSTIN, TEXAS 78701
512.305.8001

<http://www.pharmacy.texas.gov>

JOB VACANCY NOTICE

Dallas/ Fort Worth Area

Investigator IV (1353) Salary Group B18

Listing No. TBP15-010
Functional Title: Field Investigator
Type: Full-Time
Refer To: John Hargis

Opening Date: May 29, 2015
Closing Date: July 31, 2015
Beginning Salary: \$3,813/month

Overnight Travel = 35%
ANTICIPATED START DATE IS 9/01/15

JOB DESCRIPTION:

Performs complex investigations throughout the state of Texas. Work involves investigating complaints filed against individuals regulated by the agency, including pharmacies, pharmacists, pharmacist interns, pharmacy technicians, and pharmacy technician trainees. Investigations include drug accountability audits, and overt and covert investigations regarding potential violations of laws and rules governing the practice of pharmacy. Responsible for scheduling and coordinating investigations and audits with local, state, and federal law enforcement, and other regulatory agencies. Works independently when planning and conducting investigations. Documents actions and findings of investigations/ audits in written reports for administrative/regulatory action and/or criminal/civil prosecution in either state or federal court. Maintains liaison with local, state, and federal officials and regulatory agencies.

MINIMUM QUALIFICATIONS (License, Education, Experience):

Graduation from a senior high school or equivalent. Graduation from an accredited four year college or university is preferred. Degree or major course work in criminal justice, health related professions or pharmacy is preferred. Must have five (5) years of employment in law enforcement, health related field, pharmacy, or a regulatory agency with a minimum of two (2) years progressive experience in criminal/civil or regulatory agency investigations.

Must be a licensed peace officer. A current, active license from the Texas Commission on Law Enforcement (TCOLE) is required. Must pass TCOLE background check. Must have a valid Texas Drivers' License and demonstrate good driving record. Insurability by agency's car insurance carrier is a condition of employment. Within the first three months of employment, will be required to complete process to become commissioned as a notary public and an officer of the Food and Drug Administration.

ENVIRONMENT/PHYSICAL CONDITIONS:

Designated duty point is personal residence. Must reside and operate from a headquarters located in or within 65 miles of Dallas or Tarrant County. Work involves travel throughout the state of Texas to conduct investigations. Work may involve travel to conferences and meetings, including periodic travel to Austin Headquarters. Travel involves driving in state vehicle to designated locations and being away from home for several consecutive days. Travel may require sitting and driving in vehicle for long periods of time. Travel may involve flying by commercial airline to distant locations. Investigations may require standing for up to eight hours per day. Work involves frequent verbal communication with others. Work requires frequent written communications to others regarding investigations through investigative reports, letters and memorandums. Work involves frequent entrance into and out of businesses, clinics, offices, hospitals, pharmacies, personal residences, and other locations where complainants, witnesses, or subjects may be personally interviewed. Work requires the gathering, lifting and transporting of records. Must be able to lift 35 pounds. May work in the Austin office which has normal office environment. Tobacco free environment in state offices and in state-owned vehicles.

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. **Application must be received by 5:00 pm on the closing date above.**

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

<http://www.pharmacy.texas.gov>

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 covered by 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: Field Investigator
DIVISION: Enforcement
SUPERVISOR: Chief of Investigations
STATE CLASSIFICATION TITLE: Investigator IV
STATE PAY GROUP: B-18
STATE CLASSIFICATION NUMBER: 1353
FLSA STATUS: Non-Exempt

GENERAL POSITION SUMMARY:

Performs complex investigations throughout the state of Texas. Work involves investigating complaints filed against individuals regulated by the agency, including pharmacies, pharmacists, pharmacist interns, pharmacy technicians, and pharmacy technician trainees. Investigations include drug accountability audits, and overt and covert investigations regarding potential violations of laws and rules governing the practice of pharmacy. Responsible for scheduling and coordinating investigations and audits with local, state, and federal law enforcement, and other regulatory agencies. Works independently when planning and conducting investigations. Documents actions and findings of investigations/ audits in written reports for administrative/regulatory action and/or criminal/civil prosecution in either state or federal court. Maintains liaison with local, state, and federal officials and regulatory agencies.

REPORTING RELATIONSHIPS:

Works under limited supervision of the Chief of Investigations, with considerable latitude for the use of initiative and independent judgment. Work is subject to review by the Chief of Investigations, Division Director, and Legal staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conducts complex and special investigations regarding potential violations of laws and rules governing the practice of pharmacy in Texas.

Coordinates, as case agent, joint investigative activities of field staff with law enforcement and other regulatory agencies.

Collects physical evidence supporting the findings in an investigation.

Identifies, contacts, and/or interviews potential witnesses, and/or complainants, and/or suspects. Obtains written Statements from parties involved in the complaint.

Assists the agency's legal division in the preparation and review of investigative reports and evidence for administrative hearings and informal conferences.

Evaluates, summarizes, and documents investigative findings.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)

Assumes undercover roles and conducts or participates in joint covert investigations of pharmacists suspected of diverting controlled substances and/or dangerous drugs. Work may involve obtaining unauthorized refills of prescriptions and purchasing drugs without a valid prescription. Obtains investigative prescriptions for covert investigations.

Gathers background information, pursues investigative leads and conducts surveillance of suspects involved in investigations. Reviews complaints or intelligence information to determine the likely focus of an audit or an investigation.

Conducts complete audit investigations of pharmacy drug records. Serves "Notice of Inspection" or "Administrative Inspection Warrant." Obtains relevant records. Inventories and audits drugs on premises. Obtains additional drug records from third parties. Completes computation chart and prepares "Report of Investigation" including verification of questionable records.

Prepares and submits weekly and monthly activity and vehicle reports.

Establishes and maintains liaison with and provides technical or on-line assistance to local, state and federal law enforcement and regulatory agencies.

Testifies in criminal/civil courts and administrative hearings.

Assists in training programs.

Attends professional and job-related schools and seminars.

Plans itinerary weekly.

Complies with all agency personnel policies, including regular attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of investigative procedures and techniques, including handling of evidence.

Considerable knowledge of laws and rules (Texas Pharmacy Act/Rules, Texas Controlled Substance Act/Rules, Texas Dangerous Drug Law, and Federal Controlled Substance Act) pertaining to the practice of pharmacy and distribution of drugs.

KNOWLEDGE, SKILLS, AND ABILITIES (continued):

Facility and accuracy with numbers and mathematical computations.

Working knowledge of standard office procedures and office equipment, including personal computer.

Interpersonal skills to interact with a variety of contacts professionally and tactfully.

Ability to maintain effective working relationships with other employees.

Ability to maintain confidentiality.

Must have a strong personal drive and a determination to work on a number of detailed/confidential matters at any given time.

Considerable knowledge of division rules, regulations, procedures and functions.

Ability to work independently.

Ability to perform multi-tasks simultaneously.

Ability to follow directions.

Ability to orally communicate effectively.

Ability to prepare accurate, complete, and well written investigative reports.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from a senior high school or equivalent. Graduation from an accredited four year college or university is preferred. Degree or major course work in criminal justice, health related professions or pharmacy is preferred. Must have five (5) years of employment in law enforcement, health related field, pharmacy, or a regulatory agency with a minimum of two (2) years progressive experience in criminal/civil or regulatory agency investigations.

CERTIFICATION/LICENSE REQUIRED:

Must be a licensed peace officer. A current, active license from the Texas Commission on Law Enforcement (TCOLE) is required. Must pass TCOLE background check. Must have a valid Texas Drivers' License and demonstrate good driving record. Insurability by agency's car insurance carrier is a condition of employment. Within the first three months of employment, will be required to complete process to become commissioned as a notary public and an officer of the Food and Drug Administration.

ENVIRONMENT/PHYSICAL CONDITIONS:

Designated duty point is personal residence. Must reside and operate from a headquarters located in or within 65 miles of Dallas or Tarrant County. Work involves travel throughout the state of Texas to conduct investigations. Work may involve travel to conferences and meetings, including periodic travel to Austin Headquarters. Travel involves driving in state vehicle to designated locations and being away from home for several consecutive days. Travel may require sitting and driving in vehicle for long periods of time. Travel may involve flying by commercial airline to distant locations. Investigations may require standing for up to eight hours per day. Work involves frequent verbal communication with others. Work requires frequent written communications to others regarding investigations through investigative reports, letters and memorandums. Work involves frequent entrance into and out of businesses, clinics, offices, hospitals, pharmacies, personal residences, and other locations where complainants, witnesses, or subjects may be personally interviewed. Work requires the gathering, lifting and transporting of records. Must be able to lift 35 pounds. May work in the Austin office which has normal office environment. Tobacco free environment in state offices and in state-owned vehicles.

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.