



Job Vacancy Announcement

Agency Job Posting #: TSBP 26-022
Work in Texas #: 17001691

Number of Openings: 1
Schedule: Full-Time

Opening Date: April 13, 2026
Closing Date: May 13, 2026

Job Title: Compliance Inspector – West Texas
State Classification: 1324 – Inspector IV
FLSA: Non-Exempt
Monthly Salary: \$4,613.51 (B18)
Team: Compliance
Reports to: Director of Compliance
Travel: 60 – 75%
New Hires & Rehires: 60-day waiting period for health coverage

Flex Schedule Allowance: Eligible (according to business needs)
Teleworking Status: Eligible: Field position

Military Crosswalk

Army: 68R, 640A
Navy: AD, AM, AME, HT
Coast Guard: IV, ME, MST, BOSN, MSSD, MSSE, MSSR, OAP11, OAP14
Marine: 6016, 6017, 6033, 8012, 8056
Air Force: 1S0X1, 2A7X2, 2F0X1, 4E0X1, 8I000, 8S000, 8I100, 43HX, 86M0, 87G0, 87I0, 87Q0

General Description

Performs highly complex (senior-level) inspection work. Work involves coordinating and conducting inspections on licensed pharmacies and pharmacies applying for licensure to ensure compliance with laws and rules governing the practice of pharmacy. Inspection work is conducted throughout the State of Texas but primarily in the region(s) as assigned by the Director of Compliance.

Inspection work is conducted throughout the State of Texas but primarily in assigned region(s). A designated home office must be based in the assigned region(s) of El Paso, Midland, or Ector Counties.

Reporting Relationships

Works under limited supervision of the Director of Compliance and Compliance Officers with considerable latitude for the use of initiative and independent judgment within the limits of agency and team policies and procedures.

Essential Duties and Responsibilities

- Conducts inspections for licensed pharmacies, including facilities applying for a license, for compliance with laws and regulations governing the practice of pharmacy. Work includes:
 - Identify and select licensees for inspection and evaluation.
 - Documenting findings accurately in inspection reports and other required forms;
 - Makes recommendations to pharmacy staff, including pharmacists and pharmacy owners, on how to correct violations and conducts follow-up inspections to determine compliance;
 - Distributes reports and resources to pharmacy staff during inspections; and
 - May collect samples of compounded preparations for analysis according to established procedures.
- Provides highly technical information and explanations of pharmacy laws and rules to pharmacists, agency customers, and other governmental agencies.
- Prepares, reviews, and evaluates inspection records and reports.
- Prepares other written and electronic reports as assigned or required.
- Reviews inspection roster and request for inspections to determine weekly inspection schedules to ensure pharmacies are inspected within performance measures as required by the Board.

- Participates in the training of Compliance Inspectors and Officers.
- Prepares and delivers presentations at applicable meetings, conferences, or events. May attend job-related training events and professional conferences and meetings.
- May investigate complaints as requested and assigned by the Director of Compliance or designee. Work involves:
 - Gathering and analyzing physical evidence and preparing written reports regarding findings of investigations; and
 - Conducting joint investigations with other agency staff or agents of other regulatory agencies, as necessary.
- May testify at hearings regarding inspection procedures, findings, and evidence, as necessary.
- May present continuing education materials.
- May assist the Compliance Officers in the development and review of team forms and procedures.
- May attend job-related training events, professional conferences, and meetings.
- Maintains confidentiality as required by agency policies and procedures.
- Determines work priorities and schedules time accordingly.
- Complies with all agency personnel policies, including regular attendance.
- Performs related work as assigned, including job duties provided in the SAO job description.

General Qualifications

Knowledge, Skills, and Abilities:

Knowledge of laws and rules governing the practice of pharmacy; procedures relating compounding of sterile and non-sterile preparations; the principles and methods of field inspection and quality control; the basic rules of evidence; and practices of general and specialized pharmacy operations.

Skill in interpersonal relationships necessary to represent, present, inform, and persuade.

Ability to prepare reports; interpret laws and regulations; gather and analyze data; communicate effectively both verbally and in writing; and make presentations to groups of professionals.

Ability to manage multiple priorities concurrently and independently manage time efficiently while meeting team goals and deadlines.

Ability to maintain confidential and sensitive information.

Skill in the use of standard office equipment, computers, and computer software, including Microsoft Word, Excel, and Adobe.

Education and Experience Requirements:

Graduation from a standard high school or equivalent is preferred.

Graduation from an accredited college or university is highly desirable. Experience and education may be substituted for one another.

Minimum of one year as a registered pharmacy technician is required, preferably in a community and/or hospital pharmacy in Texas within the last ten years.

Advanced education or varied work experience in public administration, business administration, law of pharmacy is desirable.

Previous experience or education in compounding sterile and non-sterile preparations, including the completion of an accredited training program is highly desirable.

ACPE IV Certification is desirable.

Prior experience in compliance or inspection work is desirable.

License Required: Yes

Must possess a current pharmacy technician registration and be in good standing with the Texas State Board of Pharmacy.

Must have a valid Texas Driver's License and have insurability by the agency's car insurance carrier.

Within the first three months of employment, will be required to complete the process to become commissioned as a notary public.

Environment/Physical Conditions

Designated duty point is personal residence. Must reside and operate from a headquarters located in a county as assigned or be willing to relocate. Work may require extended stays from designated duty point. The designated duty point must be in the assigned region or surrounding counties.

Work involves traveling by state-issued vehicle within assigned region and throughout the State of Texas, as needed, to complete inspections, including periodic travel to Austin Headquarters. Sitting and driving for long periods of time may be required. Work may involve overnight travel. Work may involve travel by commercial airlines.

State of Texas is a tobacco free workplace, including state-owned buildings and state-owned vehicles.

Work requires gathering of record and requires the ability to correctly lift and move up to 30 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

May work in the Austin office which has a normal office environment.

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.

Conditions of Employment

Upon employment, all persons hired will be required to complete state and/or national fingerprint identification checks. Employees must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Felony convictions and certain misdemeanor convictions will cause ineligibility. Upon employment, employees must be able to pass the required online CJIS class regarding the security of criminal records.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form (Form I-9) upon hire. TSBP participates in E-Verify and will provide the Federal Government with your Form I-9 information to confirm that you are authorized to work in the U.S. TSBP is unable to sponsor employment visas.

In accordance with Texas Government Code, Sec. 651.005, all males who are 18 to 25 years of age must present proof of registration with Selective Service or exemption from registration upon hire.

How to Apply

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume must be submitted to supplement the State of Texas Application; however, a resume submitted in lieu of the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.

All applicants are encouraged to submit a cover letter that focuses on the applicant's unique qualifications for the position.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 11:59 P.M. CST on the closing date.

Applicants may submit their State of Texas application directly to TSBP using the following methods or online at WorkInTexas. Note that any supplemental items (such as cover letters and resumes) must be sent directly to TSBP by using the methods below:

Texas State Board of Pharmacy
1801 Congress Ave Ste 13.100
Austin TX 78701
human.resources@pharmacy.texas.gov

Veteran Preference

In order to receive a military preference for any position, one of the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration, or a copy of the DD1300.

The Texas State Board of Pharmacy (TSBP) is an Equal Opportunity/Affirmative Action/ADA Employer and Smoke Free Agency. The TSBP's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. A copy of TSBP's EEO Plan Utilization Report is available at http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf