



Job Vacancy Announcement

Agency Job Posting #: TSBP 26-027
Work in Texas #: 17037590

Number of Openings: 1
Schedule: Full-Time

Opening Date: July 7, 2026
Closing Date: July 28, 2026

Job Title: Compliance Manager
State Classification: 1604 – Manager V
FLSA: Exempt
Monthly Salary: \$10,319.46
Team: Compliance
Reports to: Executive Director
Travel: 60-70%
Travel throughout the State of Texas to include regular attendance at Austin Headquarters as required

Flex Schedule Allowance: Position Eligible according to business needs
Teleworking Status: Position Eligible according to business needs

Military Crosswalk

Army: No Military Equivalent
Navy: 111X, 112X, 113X, 114X, 611X, 612X, 631X, 632X, 641X, 648X
Coast Guard: SE115
Marine: 0203, 0207, 0302, 0520, 5502, 0602, 0802, 1802, 6302, 6502, 7202, 7208, 7210, 7220
Air Force: 8U000, 9G100, 16GX, 41AX, 86M0, 86P0

New Hires & Rehires: 60-day waiting period for health coverage

General Description

Performs advanced (senior-level) managerial work administering the daily operations and activities of the Compliance Team. Assists in the development of team goals and objectives; assists with review and updating of procedures and guidelines; assists in the development of priorities and measurement tools for determining progress in meeting goals; assists in the evaluation of program activities and/or business functions; and reviewing and approving travel requisitions. Supervises the work of others. Inspection work is conducted throughout the State of Texas.

Works under limited supervision of the Executive Director/Secretary, 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

- Manage day to day functions within the Compliance team as directed by the Executive Director.
- Oversee the allocation of resources to achieve timely outcomes and measurable goals.
- Oversee special projects and the implementation of special initiatives as directed by the Executive Director.
- Update inspection process to include law and rule changes resulting from new legislation.
- Reviews and evaluates inspection records and reports created by employees to ensure professional quality and appearance, appropriate content, and consistency.
- May conduct compliance inspections and field observations at pharmacies licensed in the State of Texas.
- Reviews and approves expenditures and Compliance team travel vouchers in compliance with state and agency regulations and guidelines.
- Manages the preparation of the Compliance team Annual Report and other reports, including performance management and productivity as requested.
- Develops and implements techniques for evaluating program activities and/or business functions; identifies need for changes, and reports findings to the Executive Director.
- Provides input in the development of new policies and procedures, and monitors compliance with policies and procedures.
- May be requested to prepare and deliver or oversee approved continuing education presentations at applicable meetings, conferences, or events.
- Participates in and may assist in the review of results of team internal audits to provide executive staff with direction and guidance.
- Reviews and approves schedules, priorities, and standards for achieving team goals; and directs evaluation activities.
- Provides highly technical information and explanation of pharmacy laws in rules to pharmacists, agency customers, and other governmental agencies.
- Manages staff development plans and the training of Compliance Officers and Compliance Inspectors.
- May testify at hearings regarding inspection procedures, findings, and evidence, as necessary.
- 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.

Knowledge, Skills, and Abilities:

Ability to manage a geographically dispersed team, to include personnel management, team workload and assignments, and adherence to agency procedures.

Knowledge of laws and rules governing the practice of pharmacy; procedures relating to compounding of sterile and non-sterile preparations; and practices of general and specialized pharmacy operations.

Ability to manage business function, division, or department activities; devise solutions to administrative problems; to develop and evaluate administrative procedures.

Skill in interpersonal relationships necessary to communicate effectively, both verbally and in writing.

Skill in establishing plans and setting objectives and goals that support an overall team business strategy.

Ability to prepare reports, to interpret laws and regulations; gather and analyze data; 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 Office 365 suite and Adobe.

Education and Experience Requirements:

Minimum of five to eight years experience in a supervisory or management role, overseeing five or more staff, within the last ten years.

Minimum of five to eight years experience managing business operations within the last ten years.

Preferred three to five years of experience managing remote or field staff within the last ten years.

Previous experience compounding sterile and non-sterile preparations in a Texas licensed pharmacy is preferred.

The post-graduate completion of a Sterile Compounding training program is preferred. Certificate of completion must be submitted with application.

Prior experience in compliance or inspection work is preferred

License Required: Yes

Must possess an active Texas Pharmacist license 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 State of Texas Notary Public without Bond.

Environment/Physical Conditions

Designated duty point is personal residence. Work requires frequent extended stays from designated duty point. Changes to designated duty points must be reviewed and approved by the Executive Director before being processed by the agency.

Work involves traveling by state-issued vehicle throughout the State of Texas, as needed, to oversee and/or complete inspections and attend meetings, including travel to Austin Headquarters as required. Sitting and driving for long periods of time is required. Work involves overnight travel and may occasionally 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 records 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.

Will work in the Austin office as required, 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 may 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

Military 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