

# 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

**SAO Title: Program Specialist III (1572) Salary Group B19**

**2 Positions Available**

Listing No. TBP16-013  
Functional Title: Research Analyst  
Type: Full-Time  
Refer To: BJ Slack

Opening Date: March 1, 2016

Closing Date: March 15, 2016

Beginning Salary: \$4,176/month

Military Occupational Specialty Codes: Army 35; Navy OS, YN; Coast Guard 205, 360, 05; Marine 0231; Air Force SDI

## **JOB DESCRIPTION:**

Performs complex (journey-level) technical assistance work related to the Prescription Monitoring Program. Work involves planning, developing, and implementing the Prescription Monitoring Program and providing technical assistance to program staff, governmental agencies, and the general public. May train others. Work involves communicating information in person, electronically, and by telephone.

## **MINIMUM QUALIFICATIONS** (License, Education, Experience):

Experience in a field related to the program. Graduation from an accredited four-year college or university is generally preferred. Experience and education may be substituted for one another.

Applicant must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Must pass state and/or national fingerprint identification checks.

## **ENVIRONMENT/PHYSICAL CONDITIONS:**

Normal office environment. Tobacco Free Work Place. Work involves the following conditions: frequent verbal communications with others, in person and by telephone; reading and reviewing large numbers of documents and processing information quickly and accurately; and sitting and operating a personal computer for long periods of time. 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. Work may involve frequent transporting of files between offices, and may involve retrieval and replacement of files into 4- and 5-drawer vertical filing cabinets.

## **REMARKS**

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete will not be considered. Resume may supplement, not replace application. 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.*

*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](http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf)*

## TEXAS STATE BOARD OF PHARMACY

**POSITION TITLE:** Research Analyst  
**DIVISION:** Professional Services  
**SUPERVISOR:** Prescription Monitoring Program Manager  
**STATE CLASSIFICATION TITLE:** Program Specialist III  
**STATE CLASSIFICATION NUMBER:** 1572  
**STATE PAY GROUP:** B19  
**FLSA STATUS:** Non-Exempt

### GENERAL POSITION DESCRIPTION:

Performs complex (journey-level) technical assistance work related to the Prescription Monitoring Program. Work involves planning, developing, and implementing the Prescription Monitoring Program and providing technical assistance to program staff, governmental agencies, and the general public. May train others. Work involves communicating information in person, electronically, and by telephone.

### REPORTING RELATIONSHIPS:

Works under the general supervision of Prescription Monitoring Program Manager, with moderate latitude for the use of initiative and independent judgment within the limits of the agency's policies and procedures. Serves as a part of a four member team.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to program assignment.

Collaborates in the planning, development, implementation, analysis, and documentation of an agency program.

Collaborates with program staff in determining trends and resolving technical problems. Serves as a liaison to staff, government agencies, or the general public to explain and provide technical assistance on program specifics and requirements.

Conducts surveys and/or reviews to determine compliance with certification requirements, laws, regulations, policies, and procedures.

Markets program to community and professional groups to encourage and/or improve interest in the program.

Monitors, reviews, and evaluates compliance with program policies and procedures, statutes, and rules for assigned program.

Prepares comprehensive reviews of literature, statutes, rules, and/or policies and prepares administrative reports, studies, and specialized research projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

**ESSENTIAL DUTIES AND RESPONSIBILITIES: (continued)**

Studies and analyzes operations and problems, prepares reports of findings and recommendations, and prepares justifications for procedural or policy changes.

Reviews and evaluates information on service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements.

Analyzes legislation and assists with the development of recommendations for policy and programmatic issues relating to the implementation, improvement, and/or expansion or reduction of program funding.

Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.

Assists in preparing and evaluating program budget requests.

Assists in preparing justifications for the implementation of procedural or policy changes.

May recommend and coordinate activities to produce a more effective program.

May develop policy and procedure manuals.

Answers routine calls made to Division regarding the Prescription Monitoring Program.

Determines work priorities and schedules time accordingly.

Assists in development of Division policies and procedures as required.

Complies with all agency policies, including regular attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of laws and rules related to program.
- Thorough knowledge of statistical analysis processes and research techniques.
- Thorough knowledge of standard office procedures and government operations.
- Thorough knowledge of agency policies and procedures including ability to develop, evaluate, and interpret policies and procedures.
- Working knowledge of office practices and standard office equipment, including ability to access, input, and retrieve information from a computer.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to devise solutions to problems.

**KNOWLEDGE, SKILLS, AND ABILITIES (continued)**

- Ability to develop and modify work procedures, methods, and processes to improve efficiency.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to meet rigid deadlines.
- Ability to deal with professionals under adversarial conditions.
- Interpersonal skills to interact with a variety of contacts professionally and tactfully.
- Ability to maintain effective working relationships with other employees.
- Skill at reviewing documents for completeness and accuracy.
- Ability to work independently and manage time efficiently.
- Ability to manage multiple priorities concurrently.
- Ability to maintain confidentiality.
- Memory skills.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Experience in a field related to the program. Graduation from an accredited four-year college or university is generally preferred. Experience and education may be substituted for one another.

Applicant must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Must pass state and/or national fingerprint identification checks.

**LICENSE REQUIRED:**

None required.

**ENVIRONMENT/PHYSICAL CONDITIONS:**

Normal office environment. Tobacco Free Work Place. Work involves the following conditions: frequent verbal communications with others, in person and by telephone; reading and reviewing large numbers of documents and processing information quickly and accurately; and sitting and operating a personal computer for long periods of time. 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. Work may involve frequent transporting of files between offices, and may involve retrieval and replacement of files into 4- and 5-drawer vertical filing cabinets.

*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.*