

TEXAS STATE BOARD OF PHARMACY (TSBP) JOB VACANCY ANNOUNCEMENT			
Job Title:	Compliance Inspector	Closing Date:	February 28, 2019 @ 5:00 P.M. CST
State Classification:	1324 – Inspector V		
Posting Number:	TSBP19-007	Schedule:	Full-time
Reports to:	Chief of Compliance	Division:	Executive
Monthly Salary:	\$3,908 (B17)	Travel:	Yes- 60% Overnight
New Hires/Rehires:	60 day waiting period for health coverage	Military Crosswalk: Army:68; Navy: Health Care; Coast Guard: HS, 870; Airforce: 4P0X1	
GENERAL POSITION DESCRIPTION			
<p>Performs highly complex inspections of all classes of pharmacies licensed by the agency to ensure compliance with laws and rules governing the practice of pharmacy, including pharmacies located in other states in the United States. Conducts inspections of facilities applying for a pharmacy license. Works without immediate supervision using independent judgment as to the degree of non-compliance. Explains compliance-related deficiencies to pharmacists and other pharmacy representatives. Advises pharmacists and others of methods of correction. Provides highly technical information and education about laws and rules to agency customers. Investigates complaints, which may include the collection of evidence. Prepares written reports.</p>			
ESSENTIAL DUTIES AND RESPONSIBILITIES			
<p>Inspects all classes of licensed pharmacies in Texas according to established procedures, including facilities applying for a pharmacy license, as well as pharmacies that compound sterile preparations. Evaluates degrees of compliance with laws and rules during inspections and completes written inspection report and other required forms and documents. Explains causes of violations and provides education to assist with achieving compliance. May issue written “Warning Notices” or may be required to gather and analyze evidence, prepare written reports, and refer alleged violations to the Enforcement and Legal Divisions for further review. May be required to testify at disciplinary hearings regarding inspection procedures, findings, and evidence.</p> <p>Provides pharmacists and other agency customers with technical information, explanations, and interpretations of pharmacy laws and rules.</p> <p>May collect samples of compounded preparations for analysis according to established procedures.</p> <p>Distributes written agency materials and resources to pharmacy staff during inspections.</p> <p>Travels to inspection locations, including driving and flying to facilities located within the state of Texas.</p> <p>Plans inspection itinerary on a weekly basis to maximize efficiencies by managing time and travel and notifies the Chief of Compliance or designee.</p> <p>Prepares and submits weekly, monthly, and quarterly activity reports. Prepares other written reports as assigned or required.</p> <p>May investigate complaints as requested and assigned by the Director of Enforcement. Work may involve gathering and analyzing physical evidence and preparing written reports regarding findings of investigations. May conduct joint investigations with other agency staff or agents of other regulatory agencies.</p> <p>May attend job-related training events and professional conferences and meetings.</p> <p>Reviews regulatory and general pharmacy materials to stay abreast of trends and developments in the field of pharmacy.</p> <p>Complies with all agency personnel policies, including regular attendance.</p> <p>Performs related duties as assigned.</p>			

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

- Thorough knowledge of the laws and rules governing pharmacy practice.
- Thorough knowledge of the procedures relating to compliance inspections.
- Thorough knowledge of agency policies and procedures.
- Thorough knowledge of procedures relating to the compounding of sterile preparations.
- Strong interpersonal skills to represent, present, inform, and persuade professionally and congenially.
- Ability to interact with a variety of contacts professionally and tactfully.
- Ability to maintain effective working relationships with other employees.
- Ability to communicate clearly, both verbally and in writing.
- Problem-solving and reasoning skills to interpret and apply agency policies, rules, and regulations, and recommend courses of action.
- 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

Must have graduated from an accredited four-year college or university. Must have worked in a pharmacy for a minimum of three years as a registered technician, preferably experience in a community and/or hospital pharmacy within the past 10 years in the state of Texas. Previous education and experience in compounding sterile preparations within the past 10 years in the state of Texas, including the completion of an accredited training program, is highly desirable. Previous work experience that involved extensive overnight travel is highly desirable. Must have demonstrated ability to work on a personal computer. Knowledge of Word is desired. Must be able to demonstrate knowledge of business English, spelling, and grammar. Must possess a valid Texas Driver's License. Must possess current (active) pharmacy technician registration certificate issued by the Texas State Board of Pharmacy and must be in good standing with the Texas State Board of Pharmacy. Must pass state and national fingerprint identification background checks. 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 that is located in the El Paso County area. Work involves travel to inspect pharmacies located within the assigned region of the state. The assigned region includes the El Paso, Midland/Odessa, and San Angelo area. Work may also involve travel to inspect pharmacies located outside of assigned region, including other states. Work may involve travel to conferences, meetings, and inspections in other parts of state, including periodic travel to Austin Headquarters. Travel involves 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. Inspections of pharmacies may require standing for up to eight hours per day. Communicates with pharmacists, pharmacy technicians, pharmacy owners, and other Board customers in person and over the telephone. May work in Austin office which has normal office environment. Tobacco Free Work Place (state office and in state-owned vehicles).

VETERAN'S PREFERENCE

In order to receive a veteran's preference for any position, 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.

HOW TO APPLY

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 with a copy of college transcript. Application must be completed with all requested information. Incomplete applications will not be considered. Resume may supplement, not replace application. Applicants who are selected for interviews will be required to complete skills tests in the Austin office. Job description & state of Texas application can be downloaded from the TSBP website: <http://www.pharmacy.texas.gov>. The Texas State Board of Pharmacy accepts applications only for posted vacancies. Applications must be received by 5:00 P.M. CST on the closing date. Applications may be submitted by mail, in person, or email to: Texas State Board of Pharmacy, 333 Guadalupe St. Ste. 3-500, Austin Texas 78701; human.resources@pharmacy.texas.gov

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

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.