



Job Vacancy Announcement

Agency Job Posting #: TSBP 20-020
Work in Texas #: 14004137

Number of Openings: 2
Schedule: Full-Time

Opening Date: February 21, 2020
Closing Date: Until Filled

Job Title: Data Analyst
State Classification: 1572 – Program Specialist III
Monthly Salary: \$3,917 (B19)
Team: Legal
Reports to: Assistant General Counsel
Travel: None
New Hires & Rehires: 60 day waiting period for health coverage

Military Crosswalk

Army: No Military Equivalent
Navy: OS, YN, YNS, 611X, 612X, 641X, 712X
Coast Guard: OS, YN, OSS
Marine: No Military Equivalent
Air Force: 8U000, 16GX, 60C0, 63G0, 86M0, 86P0, 88A0

General Description

Performs complex (journey-level) technical assistance work related to the Prescription Monitoring Program (PMP). Work involves developing and implementing the agency's responses to patient requests for data from the PMP. Provides technical assistance to agency staff and the general public. Work involves communicating information in person, electronically, and by telephone.

Essential Duties and Responsibilities

- Performs technical, research, and administrative activities related to the program to respond to patients' requests for data from the PMP (program).
- Collaborates in the planning, development, implementation, analysis, and documentation of the program.
- Monitors, reviews, and evaluates compliance with program policies and procedures, statutes, and rules for the program.
- 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.
- Answers routine calls regarding the program.
- Determines work priorities and schedules time accordingly.
- Complies with all agency personnel policies, including regular attendance.
- Performs related duties as required.

Knowledge, Skills, and Abilities:

- Thorough knowledge of laws and rules related to program.
- 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.
- 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.

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.

How to Apply

Applicants must submit a cover letter that focuses on the applicant's unique qualifications for the position and a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted as a supplement to 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.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 5:00 P.M. CST on the closing date.

Applications may be submitted online at WorkinTexas.com or email to: human.resources@pharmacy.texas.gov.

NOTICE: Due to COVID-19 procedures, TSBP is not able to accept mailed applications at this time.

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.

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