



Job Vacancy Announcement

Agency Job Posting #: TSBP 20-023
Work in Texas #: 14031411

Number of Openings: 1
Schedule: Full-Time

Opening Date: March 13, 2020
Closing Date: Until Filled

Job Title:	Enforcement Specialist	Military Crosswalk
State Classification:	1570 – Program Specialist I	Army: No Military Equivalent
Monthly Salary:	\$3,150 (B17)	Navy: OS, YN, YNS, 611X, 612X, 641X, 712X
Team:	Enforcement	Coast Guard: OS, YN, OSS
Reports to:	Enforcement Program Manager	Marine: 0100, 0111, 3372, 3381, 6046, 0102, 0170, 4430
Travel:	None	Air Force: 3F5X1, 8A200
New Hires & Rehires:	60 day waiting period for health coverage	

General Description

Performs routine (journey-level) technical assistance work relating to the enforcement of laws and rules governing the practice of pharmacy. Conducts in-depth reviews and evaluations of various types of applications for licensure or registration. Assists Enforcement Program Manager to accomplish activities relating to the goals and objectives of the Enforcement Division.

Essential Duties and Responsibilities

- Conducts in-depth reviews and analysis of licensed entities and applications for a pharmacist or pharmacy license, including changes of managing officers, or an intern registration that have been referred to the Enforcement Division for review. Assists in determining appropriate course of enforcement action.
- When applicable, conducts background investigations of applicants who have criminal or disciplinary history. Work includes the following activities:
 - reviewing and analyzing printouts regarding criminal history of applicants;
 - obtaining records from other state boards of pharmacy and regulatory authorities;
 - obtaining records from courts and law enforcement agencies regarding criminal offenses committed by applicants; determining appropriate court to contact (e.g., municipal; county; state or federal court);
 - interviewing applicants regarding information provided on their applications;
 - receiving, reviewing and analyzing reports received from licensed entities or other agencies regarding criminal or disciplinary history; and
 - conducting investigations of Licensing Division referrals regarding various violations of Board rules or laws.
- May conduct background investigations on registered technicians or applicants for a technician or technician trainee registration.
- Processes applications in accordance with established procedures. Work includes:
 - reviews applications and/or reports to determine whether or not to initiate complaints against licensees;
 - Communicates with applicants verbally and in writing regarding matters relating to their application (e.g., telephone calls and letters relating to the status of the application);
 - Prepares written reports which summarizes investigative findings and documents interviews with applicable entities;
 - Updates agency's computer system to include data entry of complaints into agency database and ensures that data entry and documentation in case files are complete and accurate;
 - When applicable, refers applicant files to the agency's Legal Division or notifies the agency's Licensing Division when an application has been approved;
 - When applicable, prepares dismissal (warning) letters; and
 - Closes complaint files per agency policy and procedures.
- Provides information to agency customers by telephone, including explanations of pharmacy laws and rules.

Knowledge, Skills, and Abilities:

- Working knowledge of moderate investigative methods and procedures.
- Knowledge of agency policies and procedures. Ability to interpret and apply agency policies and guidelines.
- Knowledge of laws and rules governing the practice of pharmacy.
- Ability to communicate clearly, both verbally and in writing.

- Ability to deal with professionals under adversarial conditions.
- Ability to manage multiple priorities concurrently and meet deadlines.
- Problem solving and reasoning skills to recommend and/or determine courses of action based on interpretation and application of court decisions, laws, rules and procedures.
- Interpersonal skills to interact with various persons professionally and tactfully.
- Speed and accuracy in data entry and word processing.
- Skill at reviewing documents for accuracy.
- Ability to develop and modify work procedures to improve efficiency.
- Ability to work independently and manage time efficiently.
- Ability to maintain confidentiality.
- Memory skills

Education and Experience Requirements:

High school education or equivalent is required. Graduation from an accredited four-year college or university with major course work in job-related field is preferred. Three years of job-related experience is required. Job-related experience includes investigative work, work that involves handling customer complaints or customer service, work involving regulatory programs or law enforcement; or technical assistance work, preferably in health-related professional work. Previous experience in a pharmacy licensed by TSBP is highly desirable. Must have knowledge of Microsoft Word and Excel. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar.

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. If registered as a pharmacy technician, must possess current registration certificate and be in good standing with the Texas State Board of Pharmacy.

Environment/Physical Conditions

Normal office environment. Tobacco free workplace. Work involves the following conditions: frequent verbal communications with others 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 involves the lifting of boxes of records, evidence, and other documents weighing more than 35 pounds.

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