



Job Vacancy Announcement

Agency Job Posting #: TSBP 23-017
Work in Texas #: 15885429

Number of Openings: 1
Schedule: Full-Time

Opening Date: March 10, 2023
Closing Date: April 7, 2023

Job Title: PMP Program Analyst
State Classification: 1572 - Program Specialist III
FLSA: Non-Exempt
Monthly Salary: \$3,750.00 (B19)
Team: Prescription Monitoring Program
Reports to: PMP Manager
Travel: None
New Hires & Rehires: 60-day waiting period for health coverage

Flex Schedule Allowance: Position Eligible (according to business needs)
Teleworking Status: Position Eligible (Part-Time or Temporary Basis according to business needs)

Military Crosswalk

Navy: OS, YN, YNS, 611X, 612X, 641X, 712X
Coast Guard: OS, YN, OSS, PERS
Air Force: 8U000, 16GX, 60C0, 63G0, 86M0, 86P0, 88A0, 88B0

GENERAL POSITION DESCRIPTION

Performs complex (journey-level) consultative and technical assistance work relating to the reporting of data submitted to the Prescription Monitoring Program (PMP) and use of PMP programs. Work involves auditing AwarxE role and registration activity, compiling reports via Tableau and Microsoft Excel, and providing general information regarding the Prescription Monitoring Program and related controlled substance laws and rules.

REPORTING RELATIONSHIPS

Works under the general supervision of the Prescription Monitoring Program Manager with moderate latitude for the use of initiative and independent judgment within the limits of the agency and PMP Team policies and procedures. Work is subject to review by others, including the PMP Manager, General Counsel, and Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs an array of technical and administrative activities relating to the auditing of AwarxE activity to ensure compliance with laws and rules governing the dispensing of controlled substances. Work includes:
 - Conducting reviews of Pharmacist activity within AwarxE to determine if a patient record history search was conducted as required by applicable laws and rules;
 - Collecting and reviewing applicable records, such as pharmacy and medical records, and supplemental information;
 - Monitoring, summarizing, and documenting findings in memorandums and final reports.
 - Communicating with pharmacy staff, including the pharmacist-in-charge and providing assistance and education regarding non-compliance of relevant rules and regulations;
 - Preparing documents and records for referral of non-compliant pharmacists to Enforcement Team for further action;
 - Processing, maintaining and closing audits and audit records in accordance with established policies and procedures; and
 - Updating audit information in a computerized database while ensuring data is complete and accurate.
- Performs an array of technical and administrative activities relating to the auditing of AwarxE user registrations, including Investigator and Medical Examiner roles, to ensure roles are still valid for user's employment.
- Compiles data and prepares monthly reports via Tableau and Excel regarding PMP data including controlled substance dispensations, AwarxE registration roles, and patient search history for Open Records Request, analysis, and statistical reporting.

- Prepares monthly reporting of Queue line statistics.
- Provides support for the AWAxE program registration. Work involves:
 - Assisting users with registration and login issues via the administrator portal;
 - Reviews pending user registrations that require additional verifications; and
 - Documents accurately the approval or denial of user registration applications and other actions taken.
- Serves as a liaison to applicants, licensees, registrants, and the general public on telephone queue and through shared email inbox regarding the Prescription Monitoring Program and laws and rules governing controlled substances
- May assist in the development of policies and procedures relating to assigned programs.
- May serve as backup in maintaining the internal team SharePoint page and submitting updates for the Prescription Monitoring Program webpages on the agency website.
- May attend meetings with PMP AWAxE vendor and other organizations.
- Maintains confidentiality of dispensation data and associated records.
- Determines work priorities and schedules times accordingly.
- Complies with all agency personnel policies, including regular attendance.
- Performs related work as assigned, including job duties provided in the SAO job description.
- May serve as back-up to other equivalent team staff in their absence.

General Qualifications

Knowledge, Skills, and Abilities

Knowledge of laws and rules governing the practice of pharmacy and controlled substances; agency policies and procedures; practices of general pharmacy operations; and basic customer service principles and techniques.

Skill in the use of standard office equipment, computers, and computer software, including Microsoft Word, Microsoft Excel, Microsoft Access, Adobe Acrobat, Tableau and other BI Tools; creating comprehensive reports using data from other programs; and reviewing documents for accuracy and completeness.

Ability to gather, assemble, correlate, and analyze facts and data; to devise solutions to problems and recommend courses of action based on the application of agency procedures; ability to proofread, edit, compile reports, and check work for accuracy; communicate effectively with others, both verbally and in writing; to provide guidance to others; skill in training; to maintain confidential and sensitive information; to interpret and apply policies and guidelines; to manage multiple priorities concurrently and meet deadlines; ability to devise solutions to problems and manage time efficiently and work independently.

Education and Experience Requirements

- Minimum of two years of job-related experience in a complex administrative or technical program that involved interpreting rules and regulations, reviewing applications, and/or interacting with the public.
- Previous work experience in a pharmacy and/or prior knowledge and understanding of the Texas Pharmacy Act is preferred.
- Experience using Excel, Tableau or other BI tools for data analysis is preferred.
- Experience in a healthcare regulatory agency or as a pharmacy technician is desirable.
- High-school degree or equivalent is required. Graduation from an accredited college or university is preferred. Education and experience may be substituted for one another.

License Required: None.

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

Environmental and Physical Conditions

Normal office environment. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Correctly lift up to 25 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.

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 CJS 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

Veteran's Preference

In order to receive a veteran's 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