



Job Vacancy Announcement

Agency Job Posting #: TSBP 26-017
Work in Texas #: 16983077

Number of Openings: 1
Schedule: Full-Time

Opening Date: February 25, 2026
Closing Date: March 27, 2026

Job Title: Compliance Officer
State Classification: 4492 – Pharmacist I
FLSA: Non-Exempt
Monthly Salary Range: \$8,584 - \$9,472.69 (B27)
Team: Compliance
Reports to: Director of Compliance
Travel: 60-75 percent
New Hires & Rehires: 60-day waiting period for health coverage

Military Crosswalk

Army: 67E
Navy: 230X
Coast Guard: SE112
Marine: No Military Equivalent
Air Force: 43PX

GENERAL POSITION DESCRIPTION

Performs complex (journey-level) pharmaceutical inspection work. Work involves coordinating and conducting inspections on licensed pharmacies and pharmacies applying for licensure to ensure compliance with laws and rules governing the practice of pharmacy and assisting the Director of Compliance in the planning, coordination, and execution of the pharmacy inspection program. May supervise the work of others. Inspection work is conducted throughout the State of Texas but primarily in the region(s) as assigned by the Director of Compliance.

For this position, the region(s) assigned is Houston and surrounding counties.

REPORTING RELATIONSHIPS

Works under general supervision of the Director of Compliance with moderate latitude for the use of initiative and independent judgment within the limits of agency and team policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts regional team activities and business functions as directed by the Compliance Director
- Conducts inspections for licensed pharmacies, including facilities applying for a license, for compliance with laws and regulations governing the practice of pharmacy. Work includes:
 - Identifying and selecting licensees for inspection and evaluation;
 - Documenting findings accurately in inspection reports and other required forms;
 - Making recommendations to pharmacy staff, including pharmacists and pharmacy owners, on how to correct violations and conducts follow-up inspections to determine compliance;
 - Distributing reports and resources to pharmacy staff during inspections; and
 - Collecting samples of compounded preparations for analysis according to established procedures, as directed or required.
- Provides highly technical information and explanation of pharmacy laws in rules to pharmacists, agency customers, and other governmental agencies.
- Prepares, reviews, and evaluates inspection records and reports. Prepares other written and electronic reports as assigned or required.
- Reviews inspection roster and requests for inspections to determine weekly inspection schedules to ensure pharmacies are inspected within performance measures as required by the Board.
- Performs and supervises the training of Compliance Inspectors and Compliance Officers.
- Prepares and delivers presentations at applicable meetings, conferences, or events. May attend job-related training events and professional conferences and meetings.
- May investigate complaints as requested and assigned by the Director of Compliance. Work involves:

- Gathering and analyzing physical evidence and preparing written reports regarding findings of investigations; and
- Conducting joint investigations with other agency staff or agents of other regulatory agencies, as necessary.
- May testify at hearings regarding inspection procedures, findings, and evidence, as necessary.
- May present continuing education materials approved by management.
- Assists in the development and review of team forms and procedures.
- May attend job-related training events and professional conferences and meetings.
- Maintains confidentiality as required by agency policies and procedures.
- Supervises and provides guidance to Compliance Inspectors and Compliance Specialist.
- Plans, develops, and approves schedules.
- Assists in the development and implementation of priorities, and standards for achieving goals.
- Assists Compliance Director with evaluation activities.
- Determines work priorities and schedules time accordingly.
- Complies with all agency personnel policies, including regular attendance.
- Performs related work as assigned, including job duties provided in the SAO job description.

General Qualifications

Knowledge, Skills, and Abilities

Knowledge of laws and rules governing the practice of pharmacy; procedures relating compounding of sterile and non-sterile preparations; the principles and methods of field inspection and quality control; the basic rules of evidence; and practices of general and specialized pharmacy operations.

Skill in interpersonal relationships necessary to represent, present, inform, and persuade; the use of standard office equipment, computers, and computer software, including Microsoft Word, Excel, and Adobe.

Ability to prepare reports, to interpret laws and regulations; gather and analyze data; to communicate effectively, both verbally and in writing; make presentations to groups of professionals, maintain confidential and sensitive information; manage multiple priorities concurrently and meet deadlines; and manage time efficiently and work independently.

Education and Experience Requirements

- Graduation from an accredited college or university with either a Bachelor of Science degree or Pharm.D degree in pharmacy.
- Minimum of three years of pharmacy practice experience, preferably in a community and/or hospital pharmacy in Texas within the last ten years.
- Advanced education or varied work experience in public administration, business administration, law, of pharmacy is desirable.
- Previous experience or education in compounding sterile and non-sterile preparations, including the completion of an accredited training program is highly desirable.
- ACPE IV Certification is desirable.
- Prior experience in compliance or inspection work is desirable.

License Required: Yes.

Must possess an active Pharmacist license and be in good standing with the Texas State Board of Pharmacy.

Must have a valid Texas Driver's License and have insurability by the agency's car insurance carrier.

Within the first three months of employment, will be required to complete the process to become commissioned as a notary public.

Environmental and Physical Conditions

Designated duty point is personal residence. Must reside and operate from a headquarters located in a county as assigned by Director of Compliance or be willing to relocate. Work may require extended stays from designated duty point. The designated duty point must be in Houston or surrounding counties.

Work involves traveling by state-issued vehicle within assigned region and throughout the State of Texas, as needed, to complete inspections, including periodic travel to Austin Headquarters. Sitting and driving for long periods of time may be required. Work may involve travel by commercial airlines.

State of Texas is a tobacco free workplace, including state-owned buildings and state-owned vehicles.

Work requires gathering of record and requires the ability to correctly lift and move up to 30 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. May work in the Austin office which has a normal office environment.

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 CJIS 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

All applicants must submit completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume is required and must include pertinent information such as skills, education, and job history. The resume serves as a supplement to the application; however, a resume submitted in lieu of the application 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