



Job Vacancy Announcement

Agency Job Posting #: TSBP 24-016
Work in Texas #: 16334804

Number of Openings: 1
Schedule: Full-Time

Opening Date: December 14, 2023
Closing Date: January 25, 2024

Job Title: Field Investigator – Houston Area
State Classification: 1353 – Investigator IV
FLSA: Non-Exempt
Monthly Salary: \$4,918.11 (B18)
Team: Enforcement - Investigators
Reports to: Investigations Director
Travel: 30% Overnight | Statewide Travel
New Hires & Rehires: 60-day waiting period for health coverage

Flex Schedule Allowance: Eligible
Teleworking Status: Non-Eligible – Field Position

Military Crosswalk
Army: 31B, 31D, 35L, 35M, 89D, 31A, 35A, 89E, 311A, 351L, 351M
Navy: EOD, IS, LN, MA 183X, 250X, 649X, 655X, 683X, 749X, 783X
Coast Guard: IV, ME, MST, INV, MLES, MSSD, MSSE, MSSR, OAP12, OAP14
Marine: 5813, 5819, 5821, 5822, 8012, 5805, 7596, 8012
Air Force: 1N0X1, 1S0X1, 3D0X3, 3E7X1, 3P0X1, 4B0X1, 4E0X1, 14NX, 31PX, 43HX, 71SX
Space Force: 5I0, 14N

GENERAL POSITION DESCRIPTION

Performs complex (journey-level) investigative work. Work involves conducting investigations regarding complaints filed against agency licensees, registrants and/or applicants and completion of administrative work on cases, including preparation of written reports and memorandum. Investigatory work is conducted throughout the State of Texas but primarily in the region(s) as assigned by the Investigations Commander.

For this position, the region(s) are primarily northern Harris County and surrounding areas, counties include Montgomery, Fort Bend, Waller, and Liberty, and parts of East Texas. This position requires a designated home office based in Harris, Montgomery, Fort Bend, Waller, or Liberty County.

REPORTING RELATIONSHIPS

Works under the general supervision of the Investigations Commander with moderate latitude for the use of initiative and independent judgment. Work is subject to review by the Investigations Commander, Director of Enforcement, and staff from the Legal Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts complex investigations regarding alleged violations of laws and rules governing the practice of pharmacy in Texas. Work may include:
 - Investigating pharmacy business activities of licensed entities to ensure compliance with Texas Pharmacy Act and Rules.
 - Identifying, contacting, and interviewing subjects, complainants, and relevant third-party witnesses, and obtaining written statements from parties involved in investigations;
 - Obtaining relevant evidence by requesting or collecting pharmacy records, additional drug records from third parties, and taking photographs; and
 - Performing drug accountability audits to identify shortage or overage of pharmacy drug stock, which may include conducting drug inventorying on location of licensed pharmacy and completes drug overage/shortage computation chart.

- Reviews complaints or intelligence information to determine the likely focus of an investigation or audit.
- Gathers background information, pursues investigative leads, and may include conducting surveillance of suspects involved in investigations.
- Collects and reviews physical evidence supporting the findings in an investigation while maintaining chain of custody.
- Evaluates, summarizes, and documents investigative activities and findings.
- Assists the legal team, as necessary, in the preparation and review of investigative reports and evidence for administrative hearings and informal conferences.
- Establishes and maintains liaison with and provides technical or necessary assistance to local, state, and federal law enforcement and regulatory agencies. May coordinate, as case agent, joint investigative activities with these law enforcement agencies.
- Prepares and submits activity reports and vehicle reports.
- May testify at administrative hearings.
- Attends professional and job-related schools and seminars.
- Complies with all agency personnel policies, including regular attendance.
- Performs related duties as required.

General Qualifications

Knowledge, Skills, and Abilities

Knowledge of laws and rules relating to the practice of pharmacy and distribution of drugs; investigative principles, techniques, and procedures; and court procedures, practices, and rules of evidence.

Skill in the use of standard office equipment, computers, and computer software, including Microsoft Word and Excel; technical equipment and detection devices; and mediation and negotiation techniques.

Ability to conduct investigations; to interpret and apply laws and regulations; to work with members of local, state, and federal agencies; to conduct interviews and gather facts; to evaluate findings; to prepare reports; to testify in hearings and court proceedings; to communicate effectively; and to provide guidance to others.

Education and Experience Requirements

Graduation from a senior high school or equivalent. Graduation from an accredited four-year college or university is preferred. Experience and/or education may be substituted for one another.

Five years of experience in criminal, civil, or regulatory agency investigations is required.

Experience in law enforcement as a commissioned peace officer is highly preferred.

Experience in a pharmacy licensed by Texas is preferred.

License Required Valid Texas Driver's License with an acceptable driving record. Insurability by agency's car insurance carrier is a condition of employment.

A current, active peace officer license from the Texas Commission on Law Enforcement (TCOLE) is highly preferred. If commissioned as an active peace officer, must pass TCOLE background investigation and firearms qualification course as a condition of employment.

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

Designated duty point is personal residence. Must reside and operate from a headquarters located in a county as assigned by the Investigations Commander or be willing to relocate at own personal expense prior to commencing job. This position requires a designated home office based in Harris, Montgomery, Waller, or Liberty County. Work may require extended states from designated duty point.

Work involves traveling by state-issued vehicle within assigned region and throughout the State of Texas, as needed, to complete investigations, 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 records 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

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