Job Vacancy Announcement

Agency Job Posting #: TSBP 20-015  
Work in Texas #: 13936243  
Number of Openings: 1  
Opening Date: December 18, 2019  
Closing Date: Until Filled

Job Title: Sergeant Field Investigator  
State Classification: 1353 – Investigator IV  
Monthly Salary: $4,432 (B18)  
Team: Enforcement  
Reports to: Chief of Investigations  
Travel: 30% - Overnight  
New Hires & Rehires: 60 day waiting period for health coverage

Military Crosswalk  
Navy: EOD, IS, LN, MA, 183X, 250X, 649X, 655X, 683Z, 749X, 783A  
Coast Guard: IV, ME, IVN, MSSD, MSSE, MSSR, OAP12, OAP14  
Marine: 5813, 5819, 5821, 5822, 8012, 5805, 7596, 8012  
Air Force: 1NOX1, 150X1, 3DOX3, 3E7X1, 3POX1, 4BOX1, 4EOX1, 13CX, 13DX, 14NX, 31PX, 43HX, 71SX

General Description
Performs complex investigations regarding complaints filed against agency licensees and applicants for licensure or registration. Investigatory work is conducted in the field as assigned throughout the State of Texas and primarily in the counties of Bexar, Travis, and surrounding adjacent counties. Job responsibilities include completion of all administrative work on assigned cases, including preparation of written reports and memorandums.

Essential Duties and Responsibilities
- Conducts complex and special investigations regarding potential violations of laws and rules governing the practice of pharmacy in Texas.
- Coordinates, as case agent, joint investigative activities of field staff with law enforcement and other regulatory agencies.
- Collects physical evidence supporting the findings in an investigation.
- Identifies, contacts, interviews potential witnesses, complainants, and/or suspects.
- Assist the legal division in the preparation and review of investigative reports and evidence for administrative hearings and informal conferences.
- Evaluates, summarizes, and documents investigative activities and findings.
- Obtains investigative prescriptions for covert investigations.
- Conducts or participates in covert or joint covert investigations of pharmacists suspected of diverting controlled substances and/or dangerous drugs.
- May attempt to obtain unauthorized prescriptions drug refills, purchase drugs without prescriptions, and obtain non-therapeutic prescriptions.
- Gathers background information, pursues investigative leads and conducts surveillance of suspects involved in investigations.
- Reviews complaints or intelligence information to determine the likely focus of an audit or an investigation.
- Conducts complete investigations of pharmacy drug records to obtain relevant records. Obtains additional drug records from third parties.
- Performs drug accountability audits which may include conducting drug inventorying on premises. Completes drug overage/shortage computation chart.
- Prepares and submits activity reports and vehicle reports.
- Establishes and maintains liaison with and provides necessary assistance to local, state and federal law enforcement and regulatory agencies.
- Testifies in criminal/civil courts and administrative hearings.
- Assists in training programs.
- Attends professional and job-related schools and seminars.
- Plans itinerary weekly.
- Complies with all agency personnel policies, including regular attendance.
- Performs related duties as required.

Knowledge, Skills, and Abilities:
- Considerable knowledge of investigative procedures and techniques, including handling of evidence and maintaining chain of custody.
• Knowledge of laws and rules (Texas Pharmacy Act/Rules, Texas Controlled Substance Act/Rules, Texas Dangerous Drug Law, and Federal Controlled Substance Act) pertaining to the practice of pharmacy and distribution of drugs.
• Facility and accuracy with numbers and mathematical computations.
• Working knowledge of standard office procedures and office equipment, including personal computer.
• Interpersonal skills to interact with a variety of contacts professionally and tactfully.
• Ability to maintain effective working relationships with other employees.
• Ability to maintain confidentiality.
• Knowledge of division rules, regulations, procedures and functions.
• Ability to work independently.
• Ability to perform multi-tasks simultaneously.
• Ability to follow directions.
• Ability to orally communicate effectively.
• Ability to prepare accurate, complete, and well written investigative reports.
• Memory skills.

Education and Experience Requirements:
Graduation from a senior high school or equivalent. Graduation from an accredited four-year college or university is preferred. Five (5) years of employment in law enforcement as a commissioned peace officer preferred. A minimum of two (2) years experience in criminal/civil or regulatory agency investigations preferred.

Certification and License(s) Required:
A current, active Peace Officer License from the Texas Commission on Law Enforcement (TCOLE) is preferred. If commissioned as an Active Peace Officer, must pass TCOLE background investigation and firearms qualification course as a condition of employment.

Must have a valid Texas Driver’s License. Insurability by agency’s car insurance carrier is a condition of employment.

Environment/Physical Conditions
Designated duty point is personal residence. Must reside in Bexar, Travis, or surrounding adjacent counties. Travel throughout the State of Texas may also be required on an as needed basis. Work involves traveling by state issued automobile to locations throughout Texas, including routine or frequent travel to heavily populated Texas counties. Work involves sitting and driving for long periods of time. Work may involve travel by commercial airline. Tobacco free environment in state offices and in state owned vehicles. Work requires extended stays away from home. Work involves frequent verbal communication with others. Work requires the gathering of records from pharmacies which accumulatively may weigh over thirty (30) pounds or more and requires the movement of records to several different locations.

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 by mail, in person, or email to:

Texas State Board of Pharmacy
333 Guadalupe St. Ste. 3-500
Austin Texas 78701
human.resources@pharmacy.texas.gov

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.