

**TEXAS MEDICAL BOARD
STATE JOB VACANCY NOTICE
5-DAY EMERGENCY POSTING
Internal/External**

Job Posting: 18-503-PHP-03
Monthly Salary: \$3,520.35

Opening Date: June 11, 2018
Closing Date: June 15, 2018

No. of Openings: 1
Type of Employment: Full-Time

WIT# 3588034
Job Title: Program Specialist III
Classification Title: Program Specialist III
Class No/Sal Grp: 1572/B19
FLSA Status: Non-Exempt
Location: Austin

How to Apply: All applications for employment with the Texas Medical Board must be submitted electronically by 5:00 p.m. central time on the job closing date through www.WorkInTexas.com. The first two business days only Veterans can apply. After the two business days, it is open for all to apply. PAPER, FAX OR E-MAIL APPLICATIONS WILL NOT BE ACCEPTED.

Agency: Texas Medical Board
333 Guadalupe, Tower 3, Suite 610
Austin, TX 78768-2018
www.tmb.state.tx.us

NOTE: A criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date and possibly SSN for this purpose.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: SN, YN, 360, 0100, 0111, 3A1X1, 641X, 3A Additional Military Crosswalk information can be accessed at:
<http://www.hr.sao.texas.gov>

General Description

Under the general direction of the Executive Medical Director and supervision of the Program Supervisor, performs moderately complex (journey-level) consultative services and technical assistance work for the Texas Physician Health Program (TXPHP) which monitors physicians and other medical personnel with potentially impairing conditions for safety to practice. Acts as program coordinator for the monitoring of individual licensees with medical, psychiatric, or substance abuse impairments, providing technical assistance regarding program and recovery monitoring requirements to licensees. Work is performed with latitude for independent judgment and initiative concerning priorities and methods to accomplish assigned principal duties and responsibilities.

Principal Duties and Responsibilities

- 80%** Develops agreements for recovery and monitors compliance with requirements specific to each participant and enters requirements into the database. Verifies and logs in receipt of required reports and documents. Identifies non-compliance of missing or incomplete information and positive drug screening results and recommends responsive action to the Executive Medical Director. Contacts program participants via email and telephone to ensure compliance and to provide information. Maintains confidential agreements and related activity logs, files, and/or reports in database. Coordinates with the Executive Medical Director regarding participants' general progress, evaluations, and participation in the program, including participation in random drug screening. Monitors, reviews, and evaluates compliance with program requirements and applicable statutes and rules. Analyzes data to determine and resolve agreement violations by contacting the participant. Recommends and documents justifications for action taken regarding non-compliant participants. Performs data entry, analysis, retrieval, and searches.
- 20%** Performs operational consultation and support. Work involves providing input regarding guidelines, procedures, policies, rules, and regulations; developing schedules, priorities standards, and measurement tools for determining progress in meeting goals; monitoring and evaluating program activities; maintaining data integrity, coordinating and evaluating program activities and compliance. Other duties, including administrative duties, as assigned.

Experience and Education

- 120 credit hours from an accredited college or university required. One year of relevant work experience in database entry, retrieval, and manipulation, reviewing, interpreting, and summarizing supporting information may substitute for 30 credit hours of education, up to a maximum of 60 credit hours.
- Three years within the last six years full-time experience in database entry, retrieval, and manipulation; reviewing, interpreting, and summarizing supporting information, is required.
- Two years within the last six years full-time experience in program monitoring or program compliance work tracking and ensuring required performance is preferred.
- One year experience interpreting policies and procedures for a regulatory agency is preferred.
- One year experience within the last five years working with medical or clinical records is preferred.

Knowledge, Skills, and Abilities

- Knowledge of Microsoft Word, Excel and Outlook required
- Skill in assembling, analyzing, interpreting, and summarizing documentation and data
- Skill in preparing detailed and comprehensive case reports
- Skill in organization and prioritization of duties and assignments, including establishing and using a deadline notification system
- Ability to interpret, evaluate, and explain pertinent provisions of policies, laws, regulations to others
- Ability to communicate effectively both verbally and in writing, using correct grammar, and spelling punctuation
- Ability to meet deadlines while managing multiple tasks and responsibilities
- Ability to devise and recommend solutions to problems
- Ability to motivate oneself to manage own workload efficiently and effectively
- Ability to be self-reliant and exercise good judgment
- Ability to maintain confidentiality

Physical Requirements And/Or Working Conditions of Employment

The principal job functions are performed in a standard office environment and require :

- Regular and punctual attendance
- Frequent use of personal computer, copiers, printers, and telephones
- Frequent sitting
- Frequently working under deadlines, as a team player, and in direct contact with others
- Ability to lift boxes up to 50 pounds
- Compliance with all agency policies and procedures, including but not limited to applicable confidentiality, security and safety rules, regulations and standards
- If hired, must provide document(s) within three days of hire date that establishes identity and employment eligibility

New Hires/Rehires

60-day waiting period for health coverage

Remarks

Resumes will not be accepted without completed signed State of Texas Applications for Employment.

If you are selected, you will be called for an interview. Only applicants who are interviewed will receive written notification of application results.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Medical Board does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status. Employment opportunities shall not be denied a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

Selective Service Requirement: If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System.