

**TEXAS MEDICAL BOARD
STATE JOB VACANCY NOTICE
Internal/External**

Job Posting: 19-503-19
Salary: \$3,025.99

Opening Date: November 30, 2018
Closing Date: December 13, 2018

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

WIT# 8695285

Job Title/Classification Title/Functional Title: License and Permit Specialist III/Licensure Analyst I
Class Number/Salary Group/FLSA Status: 0172/B16/Non-Exempt
Location: Austin, Texas

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

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. A public 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.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Agency Information

We have over 200 employees across the state of Texas. We are a collaborative and team environment work culture that values an environment of trust and accountability as we work towards our Board's mission to protect and enhance the public's health, safety, and welfare by establishing and maintaining standards of excellence used in regulating the practice of medicine and ensuring quality health care for the citizens of Texas through licensure, discipline, and education.

We value employee work-life balance and provide our team incentives that include telework, flexed and compressed work schedules, wellness leave incentive, health and retirement programs, 401K, vacation and sick leave paid, holiday pay, and other various benefits.

General Description

Performs complex (journey-level) licensing work for the Licensure Department of the Texas Medical Board, including all eight sub-boards and committees. Work involves receiving and reviewing license applications; ensuring compliance with applicable policies, rule, and statute; preparing reports summarizing and documenting licensure packet materials for File Review Group; and communicating with external and internal customers. Works under general supervision of the Licensure Analyst I Supervisor and Licensure Manager, with moderate latitude for the use of initiative and independent judgment.

Principal Duties and Responsibilities

- 80% Receives and reviews license and permit application packets. This includes examining and evaluating contents of low to moderate complexity application packets to verify completeness and accuracy and determine whether applicants are qualified to obtain desired licenses by evaluating compliance with applicable statute and Board rule; and when applicable, preparing reports summarizing and documenting licensure application packet materials for File Review Group.
- 10% Communicates professionally with internal and external customers, orally and in writing, regarding specific applicant files and licensure policies and procedures. Answers applicant questions and disseminates information regarding licensing policies, procedures, and regulations.
- 10% Performs related work as assigned, which may include evaluating and examining a limited quantity of high complexity applicant files under close supervision of Licensure Analyst I Supervisor or QA Specialist.

Experience and Education

Graduation from standard senior high or equivalent is required
Administrative and customer service experience required
Experience reviewing and/or processing applicant files for a regulatory agency preferred
Graduation from an accredited four-year college or university is preferred
Education and experience may be substituted for one another

Knowledge, Skills, and Abilities

Knowledge of statute, regulations and policies related to a state regulatory agency
Knowledge of office practices and administrative procedures
Skill in the use of standard office equipment, personal computers and personal computer software packages, specifically word processing and spreadsheet applications
Skill in verbal and written communication (including telephone etiquette and business writing)
Skill in establishing and maintaining cooperative working relationships
Ability to communicate and interact effectively with members of the public
Ability to prioritize work and meet deadlines
Ability to establish goals and meet them.
Ability to organize and handle multiple tasks with flexibility
Ability to interpret policies and procedures and convey them to others
Ability to consistently display a professional demeanor
Ability to gather, assemble, correlate, and analyze facts
Ability to prepare concise reports

Physical Requirements And/Or Working Conditions

The principal job 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
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

Remarks

If you are selected, you will be called for an interview. You may be asked to complete a practical test to demonstrate you have the required experience at the time of your 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.