

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

Job Posting: 21-503-34 **Opening Date:** 07/08/2020 **No. of Openings:** 1
Monthly Salary: \$3,855.37 **Closing Date:** Open until Filled **Type of Employment:** Full-Time

WIT #: 14667385
Job Title: Compliance Officer
Classification: Investigator IV
Class No: 1353
Sal Grp: B18
FLSA Status: Exempt
Location: This position is home-based. The selected applicant must reside in the DALLAS Area.
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 12:00 a.m. midnight central time on the job closing date through www.WorkInTexas.com. (This means that your application will need to be submitted the day prior to the closing date showing on WorkInTexas.com. FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED. They may be faxed to 512.305.7124 or e-mailed to Human.Resources@tmb.state.tx.us. The first two business days only Veterans can apply. After the two business days, it is open for all to apply.

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
Interviews will be conducted in Austin TX or remotely. Starting salary above is non-negotiable.

NOTES: This opening is for a non-commissioned, non-peace officer position. Only applicants residing in the DALLAS AREA will be considered. Only applicants who reside in an AT&T internet service provider area will be considered. If invited for an interview, the applicant will be required to provide confirmation from AT&T. A background check will be conducted if hired. Applicant will be required to furnish birth date and possibly SSN for this purpose.

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 investigative work to assure compliance with board orders. Duties include independently evaluating the requirements to be met by licensees to maintain compliance with board orders, designing and implementing a monitoring program specific to each order, overseeing and monitoring a licensee's compliance with an order, independently preparing and submitting necessary reports of activities, presentation of information to panel of Board representatives for purposes of addressing issues related to the licensee's compliance with a board order, and presenting evidence or testimony at administrative hearings related to a licensee's violation of the conditions of an order. Work is generally assigned within a specific geographical area. Works under limited supervision from the Manager, Compliance Department, with considerable latitude for the use of initiative and independent judgment.

Principal Duties and Responsibilities

- 50% Designs and implements a monitoring program specific to each licensee which may include random drug screens, on-site visits (includes extensive travel), coordination with practice monitors, treating physicians, recovery programs, and peers.
- 30% Prepares correspondence, investigative reports, summaries of compliance activities, and other related administrative documents. Identifies information indicating a violation of the order.
- 20% Prepares and/or presents evidence and testimony to Board representatives during compliance proceedings or Informal Settlement Conference/Show Compliance Proceedings, and assists counsel during preparation and presentation of contested

Knowledge, Skills, and Abilities

- Knowledge of state and federal regulatory laws affecting the practice of medicine and the Texas Medical Board;
- Knowledge of Investigative methods and court procedures, rules of evidence, departmental policies.
- Skills in conducting investigations and/or medical record review;
- Skills in compiling, evaluating, and presenting relevant data gathered through investigation or review.
- Skills in preparation of detailed and comprehensive investigative reports.
- Ability to initiate and coordinate all phases of a compliance program;
- Ability to analyze compliance documents;
- Ability to obtain expert testimony regarding standards of medical care or verification of compliance;
- Ability to communicate effectively both orally and in writing.
- Ability to accurately report facts;
- Ability to gather information and evidence;
- Ability to explain and interpret pertinent provisions of laws and regulations to other investigators, licensees, and complainants.
- Ability to maintain liaison with co-workers, the general public and federal, state and local authorities.
- Ability to work cooperatively with others in case preparation.

Experience and Education

- Graduation from a standard senior high school or equivalent is required
- Graduation from an accredited four-year college or university with major course work in criminal justice or related field preferred.
- Experience in investigative and examination work required.
- Higher Education and experience may be substituted for one another.

Physical Requirements And/Or Working Conditions

The principal job functions are performed in a standard home-based 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 member, and in direct contact with others
- Must have secure AT&T high-speed internet access with minimum speeds of 6Mbps download and 768 Kbps upload
- Must be willing to travel ; regular job functions are also performed in the field and require the ability to drive to various locations, occasionally for multiple days at a time.
- 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

Resumes will not be accepted without completed State of Texas applications.

If you are selected, you will be called for an interview. You will be asked to prepare a writing sample at the time of your interview for use in the evaluation of your written communication skills. 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.

