

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

**Job Posting:** 18-503-26      **Opening Date:** May 1, 2018      **No. of Openings:** 1  
**Monthly Salary:** \$3,621.00      **Closing Date:** Open until Filled      **Type of Employment:** Full-Time

**WIT#** 3575103  
**Job Title:** Compliance Officer  
**Classification** Investigator IV  
**Class No/Sal Grp:** 1353/B18  
**FLSA Status:** Exempt  
**Location:**

**This position is home-based. The selected applicant must reside in NORTH HOUSTON, NORTH HARRIS COUNTY or EAST TEXAS.**

**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](http://www.WorkInTexas.com). 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](http://www.tmb.state.tx.us)

**Interviews will be conducted in Tomball, TX. Starting salary above is non-negotiable.**

**NOTES:** This opening is for a non-commissioned, non-peace officer position. Only applicants residing in t NORTH HOUSTON, NORTH HARRIS COUNTY, OR EAST TEXAS will be considered.

**Only applicants who have or can secure high-speed internet access with minimum speeds of 6 Mbps download and 768 Kbs upload will be considered. If invited for an interview, the applicant will be required to provide speed confirmation from the area ISP. A background check will be conducted if hired. Applicant will be required to furnish birth date and possibly SSN for this purpose.**

**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 high-speed internet access with minimum speeds of 6Mbps download and 768 Kbs 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.