

**Texas Physician Health Program
Internal and External Job Vacancy Notice
Texas Physician Health Program Department**

Job Posting: 19-503- PHP-54 **Opening Date:** August 22, 2019 **No. of Openings:** 1
Monthly Salary: \$3,822.49 **Closing Date:** September 5, 2019 **Type of Employment:** Full-Time

WIT#: 13778516
Job Title: Program Specialist III
Classification Title: Program Specialist III
Class No/Sal Grp: 1571/B19
FLSA Status: Non-exempt
Location: Austin

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.

NOTE: A public criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date 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>

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, and other various other benefits.

General Description

Performs complex (journey-level) consultative services and technical assistance work for the Texas Physician Health Program (TXPHP). Monitors program participants' compliance with agreements, policies, and rules. Work involves planning, developing, and implementing program policies and rules. Works under the supervision and general direction of the Program Manager, and the Executive Medical Director, with moderate latitude for the use of initiative and independent judgment.

Principal Duties and Responsibilities

90% Core duties:

- Reviews agreements for recovery and monitoring requirements specific to each assigned participant and enters requirements into participant database.
- Generates and sends drafted agreements to assigned participants. Verifies agreement is signed and timely returned.
- Timely verifies required reports, documents and other items are received according to agreement requirements.
- Timely maintains participant files, related activity logs, and reports in participant database. Performs data entry, retrieval, and searches.
- Timely reviews and analyzes submitted reports/documents and informs Executive Medical Director if non-compliance issues arise or other concerns are identified.
- Timely identifies non-compliance with substance testing requirements as well as missing or incomplete information and reports.
- Timely contacts program participants via email and telephone to ensure compliance and to provide required information to resolve agreement violations.
- Timely responds to telephone messages and emails from assigned participants.
- Recommends, justifies, and documents responsive action regarding non-compliance to Executive Medical Director.
- Timely coordinates with Executive Medical Director regarding participants' general progress, evaluations, and participation in the program, including participation in random drug screening.
- Analyzes, monitors, and verifies data to determine compliance and resolve violations with agreements, policies, and applicable statute and rules.

- Timely prepares case reviews for the Governing Board which meet program standards for accuracy, quality, and level of detail.
- Responsible for the program's day to day interface with the participant database provider and manages the ongoing implementation of program changes related to the participant database.
- Performs data entry, analysis, retrieval, reports, and searches.

10% Other Duties:

- Performs other duties as assigned to maintain efficient and effective program operations.
- Coordinates the updating of features, reports, and forms available in the participant database. Performs related tasks to ensure completeness and accuracy of program data.
- Trains and assists staff in the use of the current and new capabilities of the participant database.

Knowledge, Skills, and Abilities

- Working knowledge of Microsoft Word, Excel and Outlook
- Skill in reviewing, interpreting, and summarizing documentation and data
- Skill in preparing detailed and comprehensive reports
- Skill in using a computer for word-processing and data entry, retrieval, and generating reports
- Ability to work under pressure and respond to deadlines
- Knowledge of handling medical or clinical records and privacy-related issues is preferred
- Knowledge of methods, techniques, and practices of medical or clinical records is preferred
- Ability to communicate effectively both verbally and in writing, using correct grammar, and spelling punctuation
- Ability to pay attention to details and follow up on agreement violation, missing, incomplete, illegible, and critical data
- Ability to timely investigate and report drug screen violations to the agency head
- Ability to explain and interpret pertinent provisions of policies, laws, regulations to others
- Ability to maintain confidential records and files
- Skills in team dynamics and team management techniques.
- Skills in organization and prioritization of duties and assignments, including establishing and using a deadline notification system
- Ability to work in a cooperative and supportive manner with agency staff.
- Ability to meet deadlines while managing multiple projects and responsibilities.

Minimum Experience and Education

- Graduation from an accredited four-year university with a Bachelor's degree is required.
- Three years within the last six years' full-time experience in program monitoring or program compliance work tracking and ensuring required performance is required.
- Three years within the last six years' full-time experience in database entry, retrieval, and manipulation; reviewing, interpreting, and summarizing supporting documentation, producing reports from database is required.

Preferred Experience and Education

- Major coursework in behavioral science, health care administration, nursing, or related field is preferred.
- Three years within the last six years' experience interpreting policies and procedures for a regulatory agency is preferred.
- One year or more experience within the last five years' working with medical or clinical records is preferred.

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 member, and in direct contact with others
- Compliance with all agency policies and procedures, including but not limited to applicable 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.