

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

**Job Posting:** 18-503-31      **Opening Date:** June 26, 2018      **No. of Openings:** 1  
**Monthly Salary:** \$4,023.17      **Closing Date:** Open Until Filled      **Type of Employment:** Full-Time

**WIT#** 6656072  
**Job Title:** Expert Panelist Specialist  
**Classification Title:** Program Specialist V  
**Class No/Sal Grp:** 1574/B21  
**FLSA Status:** Exempt  
**Location:** Home-based

**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). 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](http://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. Successful Candidate offered the position must be reachable by phone or e-mail during his/her normal work schedule.

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](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

**General Description**

Performs highly-advanced reviews of expert panelist reports for the Texas Medical Board in the Executive Office. Work involves report analysis, fact checking and review of grammar, spelling and overall accuracy. Serves as a primary and secondary backup for positions as needed. Provides technical assistance to the Expert Panelist process related to case reviews. Works under minimal supervision from the Executive Support Manager and in conjunction with the Medical Director with considerable latitude for the use of initiative and independent judgment.

**Principal Duties and Responsibilities**

- 75% Responsible for the review of expert panelist reports. This will include the review of medical records and content to ensure accuracy of the facts of the reports, tab citations and patient references as well as appropriateness of the issues addressed. Any substantive deficiencies will be brought to the attention of the Medical Director.
- 15% Responsible for obtaining, reviewing and analyzing Texas Prescription Monitoring Program (PMP) reports on a quarterly basis for specified licensees to identify prescribing patterns. Provides statistical analysis of PMP reports to the Litigation department, as requested. Obtains, reviews and analyzes PMP reports as needed for litigation matters, including Informal Settlement Conferences, emergency suspension hearings and formal proceedings at the State Office of Administrative Hearings. Performs other administrative tasks requiring medical knowledge including sorting medical records from the Compliance department related to Chart Monitoring.
- 5% Acts as the primary backup for the Administrative Assistant IV responsible for report editing and formatting. This includes, but not limited to, performing any non-substantive corrections to the expert reports such as proofreading reports for grammatical and spelling errors and reformatting the reports to the standard formats. Acts as the secondary backup for the Panelist Coordinator including, but not limited to, working with investigators for assignment of cases and coordinating case assignments with individual expert panelists.
- 5% Performs other duties as assigned to maintain efficient and effective department operations. Provides support duties as requested by the Executive Support Manager and Medical Director.

**Experience and Education**

- Graduation from an accredited four-year college or university with major coursework in medicine, health care, medical quality assurance, investigations or related fields of study required
- Must hold a Texas License in good standing as a Registered Nurse, Licensed Vocational Nurse or Physician Assistant
- Extensive and responsible experience in direct patient care, clinical, and medical quality assurance work preferred
- Experience working with litigating attorneys is preferred
- Experience using Microsoft Word, Excel, Laserfiche, is preferred
- Additional work experience in medicine, health care, medical quality assurance, or related work experience may substitute for the educational requirement on a year to year basis

### **Knowledge, Skills, and Abilities**

- Knowledge of medical records and medical terms
- Knowledge of statutes and rules governing the agency
- Skills in use of office equipment and computers
- Ability to research the facts in medical record against the reports
- Ability to plan, organize, and carry out multiple tasks and meet deadlines
- Ability to communicate tactfully and effectively both orally and in writing
- Ability to read and review records
- Ability to perform detailed work in an accurate and efficient manner
- Ability to meet deadlines and prioritize tasks
- Ability to be flexible and maintain professionalism in a somewhat stressful and fast-paced environment
- Ability to handle high level administrative issues and confidential documents
- Ability to maintain high level information in a confidential manner

### **Physical Requirements And/Or Working Conditions of Employment**

The principal job functions are performed in a home-based 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
- Ability to occasionally lift boxes up to 50 pounds

### **New Hires/Rehires**

60-day waiting period for health coverage

### **Remarks**

Resumes will be accepted with completed State of Texas applications. **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.