

TEXAS STATE BOARD OF PHARMACY

POSITION TITLE: Field Investigator
DIVISION: Enforcement
SUPERVISOR: Chief of Investigations
STATE CLASSIFICATION TITLE: Investigator IV
STATE PAY GROUP: B-18
STATE CLASSIFICATION NUMBER: 1353
FLSA STATUS: Non-Exempt

GENERAL POSITION SUMMARY:

Performs complex investigations, drug audits and administrative work regarding complaints filed against pharmacies, pharmacists, pharmacist interns, pharmacy technicians, and pharmacy technician trainees. Responsible for scheduling and coordinating investigations and audits with local, state, and federal law enforcement, and other regulatory agencies. Works independently when planning and conducting investigations. Documents actions and findings of investigations/ audits in written reports for board action and/or criminal/civil prosecution in either state or federal court. Maintains liaison with local, state, and federal officials and regulatory agencies.

REPORTING RELATIONSHIPS:

Works under limited supervision of the Chief of Investigations, with considerable latitude for the use of initiative and independent judgment. Work is subject to review by the Chief of Investigations, Division Director, and Legal staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conducts complex and special investigations.

Coordinates, as case agent, joint investigative activities of field staff with law enforcement and other regulatory agencies.

Collects physical evidence supporting the findings in an investigation.

Identifies, contacts, and/or interviews potential witnesses, and/or complainants, and/or suspects.

Assist the legal division in the preparation and review of investigative reports and evidence for administrative hearings and informal conferences.

Evaluates, summarizes, and documents investigative findings.

Obtains investigative prescriptions for covert investigations.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)

Assumes undercover roles and conducts or participates in joint covert investigations of pharmacists suspected of diverting controlled substances and/or dangerous drugs.

Attempts to obtain unauthorized prescriptions drug refills, purchase drugs without prescriptions, and obtain non-therapeutic prescriptions.

Gathers background information, pursues investigative leads and conducts surveillance of suspects involved in investigations.

Reviews complaints or intelligence information to determine the likely focus of an audit or an investigation.

Conducts complete audit investigations of pharmacy drug records. Serves "Notice of Inspection" or "Administrative Inspection Warrant." Obtains relevant records. Inventories and audits drugs on premises. Obtains additional drug records from third parties.

Completes computation chart and prepares "Report of Investigation" including verification of questionable records.

Prepares and submits weekly and monthly activity and vehicle reports.

Establishes and maintains liaison with and provides technical or on-line assistance to local, state and federal law enforcement and regulatory agencies.

Testifies in criminal/civil courts and administrative hearings.

Assists in training programs.

Attends professional and job-related schools and seminars.

Plans itinerary weekly.

Complies with all agency personnel policies, including regular attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of investigative procedures and techniques, including handling of evidence.

Considerable knowledge of laws and rules pertaining to the practice of pharmacy and distribution of drugs (Texas Pharmacy Act/Rules, Texas Controlled Substance Act/Rules, Texas Dangerous Drug Law, and Federal Controlled Substance Act).

Facility and accuracy with numbers and mathematical computations.

Working knowledge of standard office procedures and office equipment, including personal computer.

Interpersonal skills to interact with a variety of contacts professionally and tactfully.

Ability to maintain effective working relationships with other employees.

Ability to maintain confidentiality.

Must have a strong personal drive and a determination to work on a number of detailed/confidential matters at any given time.

Considerable knowledge of division rules, regulations, procedures and functions.

Ability to work independently.

Ability to perform multi-tasks simultaneously.

Ability to follow directions.

Ability to orally communicate effectively.

Ability to prepare accurate, complete, and well written investigative reports.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from a senior high school or equivalent. Graduation from an accredited four year college or university is preferred. Degree or major course work in criminal justice, health related professions or pharmacy is preferred. Must have five (5) years of employment in law enforcement, health related field, pharmacy, or a regulatory agency with a minimum of two (2) years progressive experience in criminal/civil or regulatory agency investigations.

CERTIFICATION/LICENSE REQUIRED:

Must be a licensed peace officer. A current, active license from the Texas Commission on Law Enforcement Officers Standards and Education is required. Must have a valid Texas Drivers License.

ENVIRONMENT/PHYSICAL CONDITIONS:

Designated duty point is personal residence. Must reside and operate from a headquarters located in or within 100 miles of a designated city in the region. Designated cities are listed below:

Region One:	Dallas
Region Two:	Houston
Region Three:	San Antonio
Region Four:	Austin, Amarillo, Lubbock, Midland, Odessa
Region Five:	Fort Worth
Region Six:	Austin, Waco, Tyler, Longview

Work involves traveling by automobile to distant locations throughout Texas. Work involves sitting and driving for long periods of time. Tobacco free environment in state offices and in state owned vehicles. Work requires extended stays away from home. Work involves frequent verbal communication with others. Work requires frequent written communications to others regarding investigations through investigative reports, letters and memorandums. Work involves frequent entrance into and out of businesses, clinics, offices, hospitals, pharmacies, personal residences, and other locations where complainants, witnesses, or subjects may be personally interviewed. Work requires the gathering of records from pharmacies which accumulatively may weigh over thirty (30) pounds or more, and requires the movement of records to several different locations.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.