

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
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www.tsbde.texas.gov

Job Vacancy Notice
PROGRAM SPECIALIST I – ANESTHESIA PERMIT SPECIALIST

Position: Program Specialist I Full time (40 hrs/wk)	Salary: \$36,972-40,000 annually
Classification Number: 1570 Group: B17	Posting Date: September 09, 2015
Listing Number: 504-17-001 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until filled
Contact: hr@tsbde.texas.gov	

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. The agency currently is authorized to employ 58 FTEs and has 15 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

GENERAL DESCRIPTION OF DUTIES:

This position will serve as an Anesthesia Permit Specialist in the Licensing Division and under the direct supervision of the Director of Licensing. The successful candidate will perform complex to advance licensing work. Will receive, review, and approve anesthesia permits by ensuring compliance with applicable policies, administrative codes, and statutes; provide effective communication to both internal and external customers; prepare and mail correspondence, and will assist in other Licensing Department activities as needed.

EXAMPLES OF WORK PERFORMED:

- **Coordinates and performs anesthesia permitting duties, including but not limited to: permit application submittals and renewals, credential reviews, and agency communications;**
- **Provides regulatory guidance on permitting processes;**
- **Stays up-to-date and knowledgeable with permitting laws and requirements;**
- **Ensures compliance and timeliness with all permitting activities;**
- **Coordinates required permitting activities with the Director of Licensing and Executive Director;**
- **Supports the Director of Licensing and Executive Director on various permitting initiatives;**
- **Coordinates as necessary with the Licensing and Enforcement Division; may be required to attend meetings as well as Board meetings.**
- **Coordinates as necessary with Board Members on the Anesthesia Committee.**

Position Requirements

- Assists the department Director in accomplishing activities related to the division goals and objectives. Participates in program planning, development, and implantation of licensing programs related to anesthesia permitting.

- Responds to written and verbal inquiries regarding anesthesia programs, interprets, and disseminates information regarding applicable rules, statutes, codes, and other information applicable.
- Approves or assists in approving new and existing anesthesia permit applications for licensees based on Texas statutes, administrative codes, and agency policies and procedures.
- Monitors anesthesia applications, existing permits, and requests for appropriate information needed to approve and maintain permits.
- Assists in establishing and analyzing policies and procedures and recommends changes to obtain efficiencies and improvements.
- Investigates and resolves issues involving anesthesia permits.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from an accredited four-year college or university with major course work in a health related field is generally preferred. Education and experience may be substituted for one another.

PERSONAL: Dedicated and independently motivated to accomplish assigned tasks efficiently and effectively. Excellent communication and project management skills are a must.

EXPERIENCE: At least 2 years of experience in project management relevant to the agency programs is required. At least 2 years of experience using VERSA database and health occupation licensing is preferred.

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of office practices and terminology; knowledge of spelling, punctuation, sentence structure, and grammar.
- Thorough knowledge of administrative procedures; and of applicable policies, administrative codes, and statutes.
- Ability to communicate effectively and interact effectively with members of the public.
- Ability to respond to public inquiries by phone, email and in person in a timely manner.
- Ability to work well with others and to maintain a positive attitude with callers, visitors, and coworkers.
- Possess problem solving and reasoning skills to resolve issues by interpreting and applying laws and rules.
- Proficient in the use of computer, preferably Microsoft Office software, i.e. Word and Excel.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: YN, SN, 360, 0100, 0111, 0102, 0170, 3A1X1, 3M0X1, 01, 3A, 3M. Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are 8:00 AM – 5:00 PM, Monday through Friday. Some overtime may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701. Applicants may submit a resume in addition to the official

State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Lacy Brown at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TSBDE is an E-Verify participant.