

**Texas State Board of Dental Examiners**  
**333 Guadalupe, Suite 3-800**  
**Austin, Texas 78701**  
**512-463-6400 phone; 512-463-7452 fax**  
**<http://www.tsbde.texas.gov>**

**Investigator IV – Investigative Analyst**

<b>Position: Investigator IV</b> Full time (40 hrs/wk)	<b>Starting Salary: \$39,000 to 45,000</b> Monthly Salary: \$3,250 - \$3,750
<b>Classification Number: 1353</b> <b>Group: B18</b>	<b>Posting Date: September 16, 2019</b>
<b>Listing Number: 504-20-002</b>	<b>Closing Date: until filled</b> <b>Number of Openings: 1</b>
<b>Contact: <a href="mailto:hr@tsbde.texas.gov">hr@tsbde.texas.gov</a>; (512) 463-6400</b>	

**DESCRIPTION OF DUTIES:**

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. As of September 1, 2018, the agency is authorized to employ 59 FTEs and has 11 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.

The Investigative Analyst IV is part of a team of analysts that work under the supervision of the Director of Enforcement. An analyst is responsible for collecting and evaluating evidence involving potential violations of the Dental Practice Act. This individual may utilize professional expertise and/or experience in the following disciplines: nursing, dentistry, investigation, or medicine. This individual may use their clinical knowledge to assess and evaluate complaints, assist with facilitating field investigations or onsite visits, complete complex reports, and organize and catalogue dental records for dental experts. The position may also work with other internal departments, including Compliance and the Legal Division. Strict confidentiality of information must be practiced at all times.

This is a work-at-home position and full-time employment (40 hours per week) is required.

**EXAMPLES OF WORK PERFORMED:**

- Coordinate with various internal staff/divisions to gather documentation pertinent to standard of care investigations
- Perform objective desk review of dental records related to alleged violations of applicable laws and rules
- Generate and provide accurate and timely written reports
- Organize and catalogue dental/medical records
- Monitors field investigations to complete cases within the legislative required time frame
- Performs related work as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS:**

EDUCATION:

Graduation from an accredited four-year college or university with major coursework in a health related field or other legal/investigation related field is generally preferred. Experience and education may be substituted for one another.

LICENSE:

A Texas license in nursing, hygiene, dentistry or a dental assistant registration is strongly preferred. Professional licenses are required to be in good standing.

PREFERRED:

Some professional experience in regulatory, administrative, health occupation-licensing investigations is preferred. Clinical experience in a medical, dental or nursing industry with broad clinical knowledge is preferred.

## KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of administrative investigative principles, techniques, and procedures.
- Knowledge and ability to create investigative plans for a variety of cases.
- Ability to organize and maintain dental records.
- Ability to interpret and apply laws and regulations.
- Ability to prepare and complete reports.
- Familiarity with Microsoft Word programs and ability to easily adapt to advanced digital programs
- To testify in hearings and court proceedings
- To communicate effectively and be part of a team/agency environment

**OTHER:** This is a work-at-home position and full-time employment (40 hours per week) is required. Some overtime may occasionally be required. Travel to the board office will occasionally be required.

In compliance with section 812.206 of the Texas Government Code, 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.

### Military Crosswalk:

Air Force: 7S011, 7S031, 7S071, 7S091, 7S0X1, 46Y1M, 46Y4M | Army: 31D, 66F, 66N, 68C | Coast Guard: 401, 023, 47, 84, INV | Marine Corps: 5813, 5821 | Navy: 2002

Telecommuting: Workspace must have enough room to hold at least one monitor, one laptop and one printer/scanner. Internet connection must be broadband cable with at least 50M down and 20M up or better. Speedtests can be run to determine if you meet this requirement. (<https://www.speedtest.net/> or <https://speedtest.att.com/speedtest/>)

**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](mailto:hr@tsbde.texas.gov), mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 463-7452. 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 Leticia Kappel at 512-305-7378.

*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.*