

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 – Statewide Field Investigator

Position: Investigator IV Full time (40 hrs/wk)	Annual Salary: \$40,000 - 45,000 Monthly: (\$3,333-3,750)
Classification Number: 1353 Group: B18	Posting Date: September 19, 2019
Listing Number: 504-20-004 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: until filled Job Location: Central Texas
Contact: hr@tsbde.texas.gov ; (512) 463-6400	

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, 2017, the agency is authorized to employ 59 FTEs and 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 Field Investigator performs complex (journey-level) investigative work involving the planning, organizing, and coordinating timeliness of field investigations. There is moderate latitude for the use of initiative and independent judgement. This also includes organizing evidence, coordinating onsite inspections, working with local or federal law enforcement, working with agency analysts and the Legal Division. A Field Investigator is responsible for completing timely investigative plans, investigation productivity, quality investigative work, and completing accurate reports for use at settlement conferences and/or hearings. A Field Investigator will be expected to testify in temporary suspension hearings and hearings at the Office of Administrative Hearings. Strict confidentiality of information must be maintained at all times.

The successful candidate will be a team player, with a positive attitude, who takes responsibility to ensure that all assigned activities are performed quickly, accurately, and in compliance with all applicable state and federal rules, regulations and requirements and that all financial records are properly created and maintained.

This is a work-at-home position and travel is required 75% of the time. Full-time employment (40 hours per week, 5 days per week) is required.

EXAMPLES OF WORK PERFORMED:

- Investigate and collect information related to alleged violations of applicable laws and rules
- Investigate alleged violations of laws, rules and regulations.
- Summarize and write reports with investigative findings
- Works with the Legal Division to review and research legal aspects of investigations, procedures and recommends action as appropriate.
- Completes investigations within the legislative required time frame.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:
EDUCATION and EXPERIENCE:

Graduation from an accredited four-year college or university with major course work in paralegal studies, criminal justice, or a related field. Experience and education may be substituted for one another.

EXPERIENCE:

At least two years of professional experience in regulatory, administrative, health occupation-licensing investigations is preferred. Experience working under set deadlines to resolve cases is a plus. Experience in a medical or dental industry is helpful.

RESIDENCY REQUIREMENTS: Texas residency is required. This position will work out of his/her home in Texas.

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/>)

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of administrative investigative principles, techniques, and procedures.
- Knowledge of administrative court procedures, practices and rules of evidence.
- Knowledge and ability to create investigative plans for a variety of cases.
- Ability to plan, organize and conduct investigations.
- To interpret and apply laws and regulations
- To work with members of local, state, and federal agencies
- To conduct interviews and gather facts
- To prepare reports
- To testify in hearings and court proceedings
- To communicate effectively and be part of a team/agency environment
- To assign and/or supervise the work of others

OTHER:

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 Information can be accessed at <http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf>

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 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.