

**Texas State Board of Dental Examiners  
333 Guadalupe, Suite 3-800  
Austin, Texas 78701**

512-463-6400 phone; 512-649-0797 fax  
<http://www.tsbde.texas.gov>

**Anesthesia Inspector**

<b>Position: Investigator IV</b> Full time (40 hrs/wk)	<b>Annual Salary: \$40,000 - \$45,000</b> <b>Monthly: (\$3,333 - \$3,750)</b>
<b>Classification Number: 1353</b> <b>Group: B18</b>	<b>Posting Date: June 30, 2021</b>
<b>Listing Number: 504-21-009</b> <b>FLSA Status: Non-Exempt</b> <b>Number of Openings: 1</b>	<b>Closing Date: Until filled</b> <b>Job Location: Austin area</b>
<b>Contact: <a href="mailto:hr@tsbde.texas.gov">hr@tsbde.texas.gov</a></b>	

**GENERAL 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 Anesthesia Inspector will perform complex (journey-level) investigative work involving the planning, organizing, and coordinating timeliness of anesthesia inspections. There is moderate latitude for the use of initiative and independent judgement. This also includes organizing evidence, coordinating inspections, working with the Anesthesia Specialist, Director of Licensing, and the Legal Division. The Inspector is responsible for completing timely inspections, quality investigative work, completing accurate reports for use at settlement conferences and/or hearings. The inspector 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 both an in office/work from home position. Independent overnight travel is required 75% of the time. Full-time employment (40 hours per week, 5 days per week) is required.

**EXAMPLES OF WORK PERFORMED:**

- In alignment with the established procedures and policy, the inspector will independently plan, organize, schedule and conduct complex inspections through data collection, review, and evaluation of documents.
- Prepare comprehensive and detailed reports of inspections, violations, and/or any discrepancies noted.
- Investigate and collect information related to alleged violations of applicable laws and rules
- Work with the Anesthesia Specialist to review and research legal aspects of inspections, procedures and recommends action as appropriate.
- Completes inspections 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 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. Must have a minimum of two years of experience with computers and various word processing software (Word and Excel 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 require working in a normal office environment in Austin with a work from home option. **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. Speed tests should be ran to determine if you meet this requirement. (<https://www.speedtest.net/> or <https://speedtest.att.com/speedtest/>)

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of regulatory laws affecting the administration of anesthesia and the Texas State Board of Dental Examiners.
- Knowledge of investigative methods and court procedures, rules of evidence, and departmental policies
- Skill in conducting investigations and/or inspections.
- Skill in the use of office programs such as Microsoft Office
- Skill in compiling, evaluating, and presenting relevant data gathered through the inspection.
- Skill in preparation of detailed and comprehensive reports.
- Skill in researching and interpreting rules and regulations
- Skill in applying investigative techniques and procedures to assigned inspections.
- Skill in prioritizing tasks, staying organize, and working under strict time constraints.
- Skill in using independent judgment and working with minimal supervision.
- Ability to communicate effectively both verbally and in writing.
- Ability to explain and interpret pertinent provisions of laws and regulations to other inspectors and licensees.
- Ability to maintain productive and professional liaison with co-workers, licensees, and the general public.
- Must be willing and able to travel independently at least 75% of the time that may require overnight stays

**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](mailto:hr@tsbde.texas.gov), mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 649-0797. 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 Anthony Solis 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.*