

**Texas State Board of Dental Examiners**  
**1801 Congress Ave., Suite 8-600**  
**Austin, Texas 78701**  
**737-363-2320 phone; 512-649-0797 fax**  
**<http://www.tsbde.texas.gov>**

**Investigator IV**

<b>Position: Investigator IV</b> Full time (40 hrs/wk)	<b>Annual Salary: \$45,521 - \$51,996</b> <b>Monthly: (\$3,793.42 – \$4,333.00)</b>
<b>Classification Number: 1353</b> <b>Group: B18</b>	<b>Posting Date: April 16, 2025</b>
<b>Listing Number: 504-25-014</b> <b>FLSA Status: Non-Exempt</b> <b>Number of Openings: 1</b>	<b>Closing Date: Until Filled</b> <b>Job Location: Central Texas</b>
<b>Contact: <a href="mailto:hr@tsbde.texas.gov">hr@tsbde.texas.gov</a>; (737) 363-2296</b>	

**ABOUT THE TEXAS STATE BOARD OF DENTAL EXAMINERS**

The mission of the Texas State Board of Dental Examiners (TSBDE) is to protect the public health and safety and promote high quality and safe dental care by providing enforcement, licensing, peer assistance, and related information services to licensees and their patients.

Our headquarters is located on the new Texas Capitol Mall in the George H.W. Bush Building directly across from the Bob Bullock Museum and across from the University of Texas. We provide free parking for all of our employees.

We offer competitive compensation, longevity payments after two years; generous paid leave; health insurance; dental and vision insurance; numerous state and federal holidays; state employee discounts; 401(k) and 457 and a cash balance pension for employees entering state service after September 1, 2022.

The Texas State Board of Dental Examiners 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.

**JOB SUMMARY:**

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 Investigative Analyst IV is part of a team of analysts that work under the supervision of the Director of Investigations. 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 independent overnight travel is required up to 50% of the time. 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 other related duties as assigned.

#### **QUALIFICATIONS:**

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.

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

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.

Must be willing to travel up to 50% of the time for job-related purposes. Travel may include overnight stays. Use of personal vehicle for work related travel is required in compliance with State and Agency travel rules and procedures. Some travel may also be via airplane or rental car. Must have a current driver's license. Employee shall ensure that each travel arrangement is the most cost-effective considering all relevant circumstances.

#### **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.
- Strong verbal communication and writing skills.
- Knowledge of common office practices and procedures.
- Skill in the use of a personal computer, standard office equipment, and computer software.
- Familiarity with Microsoft Word programs and ability to easily adapt to advanced digital programs.
- To testify in hearings and court proceedings.
- Ability to work well in a team environment.
- Ability to gather, assemble, correlate, and analyze facts in order to devise solutions to problems.
- Ability to implement administrative procedures and to evaluate their effectiveness.
- Ability to prepare correspondence, reports, and/or documents.
- Ability to organize duties, follow instructions, and meet demanding deadlines.
- Must have an aptitude for details.

**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.

**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/>)*

**BENEFITS:** <https://tsbde.texas.gov/78i8ljhbj/2024-state-agency-recruitment.pdf>

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.

**RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:** Military Crosswalk Information can be accessed at

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_InspectorsandInvestigators.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InspectorsandInvestigators.pdf).

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position are encouraged to apply.

**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 1801 Congress Ave., Suite 8-600, 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 Human Resources at 737-363-2296.

**SELECTIVE SERVICE REGISTRATION:**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

**E-VERIFY:**

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

*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.*