

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

phone 512-463-6400  
<http://www.tsbde.texas.gov>

**INVESTIGATOR III – COMPLIANCE OFFICER**

<b>Position: Investigator III</b> Full time (40 hrs/wk)	<b>Salary:</b> \$36,975 to \$40,975 annually
<b>Classification Number:</b> 1352 <b>Group:</b> B16	<b>Posting Date:</b> September 9, 2015
<b>Listing Number:</b> 504-17-002 <b>FLSA Status:</b> Non-Exempt <b>Number of Openings:</b> 1	<b>Closing Date:</b> Until filled <b>Start Date:</b> October 15, 2016
<b>Contact:</b> <a href="mailto:hr@tsbde.texas.gov">hr@tsbde.texas.gov</a> ; (512) 475-0975	

**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, 2014 the agency 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.

The Investigator III, Compliance Officer, is a team member of the Compliance Division. This position will perform moderately complex (journey-level) compliance monitoring and compliance investigative work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Work is performed under the supervision of the Chief Legal Officer. Full-time employment (40 hours per week) is required.

**EXAMPLES OF WORK PERFORMED:**

- Monitors licensees' compliance with requirements of disciplinary and remedial actions taken by the board.
- Regularly corresponds with monitored licensees to provide information, facilitate compliance, and report on deficiencies.
- Conducts investigations of monitored licensees' non-compliance with requirements.
- Conducts background and licensee history investigations, reviews records, and verifies information.
- Identifies and reports compliance violations.
- Reviews and maintains evidence and documents for use in non-compliance investigations.
- Evaluates and summarizes findings of investigations.
- Prepares records, correspondence, and reports, and makes recommendations for action.
- Prepares and presents information to appropriate law enforcement or regulatory agencies.
- Prepares cases for presentation and presents testimony and evidence at administrative hearings or in court proceedings.

- Collects evidence and data and conducts field investigations for audits, inspections, or studies.
- May perform undercover or surveillance work regarding suspected violators. Performs related work as assigned.
- Maintain detailed compliance-related records and reports.
- Identify and report compliance violations.

**MINIMUM QUALIFICATION REQUIREMENTS:**

EXPERIENCE AND EDUCATION: At least one year experience in compliance, probation monitoring, or investigative work is preferred. Graduation from a standard senior high school or equivalent is required. Graduation from an accredited four-year college or university with major coursework in law, criminal justice, health, or a related field is preferred.

**ADDITIONAL REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of investigative principles, techniques, and procedures
- Knowledge of court procedures, practices, and rules of evidence
- Ability to conduct investigations; to interpret and apply laws and regulations; to conduct interviews and gather facts; to evaluate findings; to prepare reports; to testify in hearings and court proceedings; and to communicate effectively.
- Knowledge of office practices and administrative procedures.
- Ability to properly handle confidential and sensitive information and maintain the highest level of confidentiality.
- Skill in the use of personal computers and Microsoft Word.
- Skill in the use of database software.
- Ability to communicate effectively both verbally and in writing.
- Strong telephone and electronic communication skills.
- Ability to work well with others and to maintain a positive attitude with callers, and coworkers.
- Ability to calmly communicate in stressful situation.
- Ability to work effectively in a dependable and organized manner in order to meet deadlines.

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. Travel out of Austin 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](mailto: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 Aisha Vaz 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. Non-exempt employees in jobs covered by FLSA who actually work in excess of 40 hours per week in a workweek receive time off at a time-and-one half rate as the primary method of compensation in lieu of cash payment.*