

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>

Inspector III

Position: Inspector III Full time (40 hrs/wk) Job Location: Central Texas	Salary: \$2,700 - \$3,167 per month (\$32,400 - \$38,004 annually)
Classification Number: 1322 Group: B13	Posting Date: July 5, 2016
Listing Number: 50416024 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until Filled Start Date: On or after August 1, 2016
Contact: Leticia Kappel hr@tsbde.texas.gov ; (512) 305-7378	

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, 2015 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 Inspector is a team member of the Investigations Division and will work under the general supervision of the Director of Investigations, with moderate latitude for the use of initiative and independent judgment. The Inspector will perform moderately complex (journey-level) document inspection and collection work.

EXAMPLES OF WORK PERFORMED:

- Gathers and analyzes data related to dental complaints filed with the Agency and may conduct preliminary desk and background investigations related to those complaints.
- May contact and interview complainants and respondents.
- Prepares, reviews, and maintains findings and prepares records, correspondence, and reports for expert review.
- Reviews and analyzes records and reports for compliance with laws and regulations.
- May examine and analyze permits, licenses applications, and records to ensure compliance with statutory standards and regulations.
- May occasionally assist the Field Investigators with field investigations.
- Ensures assigned activities are performed quickly, accurately, and in compliance with all applicable state and federal rules, regulations and requirements.
- May train others.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from a standard high school or equivalent is required. College course work is preferred. Bi-lingual is a plus.

EXPERIENCE: Experience in a medical or dental industry preferred. Experience with Texas laws, code and standards related to the area of responsibility, of principles and methods of quality control, of basic rules of evidence, and of business practices in occupations regulated by an agency preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

- Skill in determining proper course of action.
- Ability to prepare reports, to interpret law and regulations, to gather and analyze data.
- Skill in maintaining records and written reports.
- Knowledge of dental terminology, dental patient records, and dental office procedures.
- Strong attention to detail.
- Ability to communicate effectively.
- Skill in using a computer, databases, and applicable software.
- Ability to work effectively and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to work cooperatively with others in a team environment.

RESIDENCY REQUIREMENTS: This position will work out of his//her home in the Central Texas area with occasional office hours in the Austin Headquarters.

OTHER: Work hours are an 8 hour day, 5 days a week or a 10 hour day, 4 days a week. Agency follows State of Texas travel reimbursement policies and procedures. Minimal travel is required. Inspector may occasionally use his/her own vehicle and be reimbursed for mileage. Overtime will occasionally be required. Travel out of area and to Austin Headquarters will 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 7.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 7.5% 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, 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 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.