

**TEXAS MEDICAL BOARD
STATE JOB VACANCY NOTICE
Internal/External**

Job Posting: 18-503-20
Monthly Salary: \$2,595.33

Opening Date: March 30, 2018
Closing Date: Open Until Filled

No. of Openings: 1
Type of Employment: Full-Time

WIT# 6631121
Job Title: Investigator II
Classification: Investigator II
Class Number 1351
Salary Group: B14
FLSA Status: Non-Exempt
Location: **This position is home-based.**

How to Apply: All applications for employment with the Texas Medical Board must be submitted electronically by 5:00 p.m. central time on the job closing date through www.WorkInTexas.com. The first two business days only Veterans can apply. After the two business days, it is open for all to apply. PAPER, FAX OR E-MAIL APPLICATIONS WILL NOT BE ACCEPTED.

Agency: Texas Medical Board
333 Guadalupe, Tower 3, Suite 610
Austin, TX 78768-2018
www.tmb.state.tx.us

NOTE: A criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date and possibly SSN for this purpose.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: IV and 401
Additional Military Crosswalk information can be accessed at:
<http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC>

General Description

Performs routine, journey-level, administrative investigative duties assisting the Manager of Investigations with the quality assurance needs of the Investigations Department. May work to obtain, evaluate and organize investigative information; collect and prepare needed background information for audits and inspections; and, prepare reports of investigative findings that support case resolution within the confines of established procedures and policies. Works under the direct supervision of the Manager of Investigations, with limited latitude for the use of initiative and independent judgment.

Principal Duties and Responsibilities

- (60%) Performs routine, journey-level, administrative investigative duties assisting the Manager of Investigations with the quality assurance needs of the Investigations Department.
- (30%) May work to obtain, evaluate and organize investigative information; collect and prepare needed background information for audits and inspections; and, prepare reports of investigative findings that support case resolution within the confines of established procedures and policies.
- (10%) Other duties as assigned by the Manager of Investigations to support the Investigations Department.

Experience and Education

- Graduation from an accredited two or four-year college or university with major coursework in medicine, health care, medical quality assurance, investigations or related fields of study required
- Experience in investigative work and knowledge of the laws and rules related to the Texas Medical Board is preferred
- Experience and education may be substituted for one another

Knowledge, Skills, and Abilities

- Knowledge of the laws/rules affecting the practice of medicine and the Texas Medical Board (TMB)
- Knowledge of the TMB's investigative methods, policies and procedures
- Skills in conducting journey-level investigations
- Skills in obtaining, compiling, evaluating and presenting relevant data gathered through investigation or review
- Skills in preparing reports consistent with the TMB's policies and procedures
- Skills in the operation of technical equipment (computer, applicable software, SQL, Laserfiche)
- Ability to communicate effectively both verbally and in writing
- Ability to accurately report facts
- Ability to gather information and evidence
- Ability to maintain liaison with co-workers and the general public

- Ability to take direction from the Manager of Investigations
- Ability to maintain confidentiality
- Ability to work cooperatively with others on a consistent basis
- Ability to interpret rules, policies, and procedures
- Ability to plan, organize, and prioritize work
- Ability to consistently display a professional demeanor

Physical Requirements And/Or Working Conditions of Employment

The principal job functions are performed in a home-based standard office environment and require :

- Regular and punctual attendance
- Frequent use of personal computer, copiers, printers, and telephones
- Frequent sitting
- Frequently working under deadlines, as a team member, and in direct contact with others
- Compliance with all agency policies and procedures, including but not limited to applicable security and safety rules, confidentiality, regulations and standards
- If hired, must provide document(s) within three days of hire date that establishes identity and employment eligibility

New Hires/Rehires

60-day waiting period for health coverage

Remarks

Resumes will not be accepted without a completed signed State of Texas Applications for Employment.

If you are selected, you will be called for an interview. Only applicants who are interviewed will receive written notification of application results.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Medical Board does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status.

Employment opportunities shall not be denied a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

Selective Service Requirement: If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System.