

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

**Job Posting:** 19-503-10  
**Monthly Salary:** \$3,711.52

**Opening Date:** October 19, 2018  
**Closing Date:** Open Until Filled

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

**WIT#** 8682017  
**Job Title/Classification Title:** Investigator IV  
**Class Number/Salary Group/FLSA Status:** 1353/B18/Exempt  
**Location:** This position is home-based with at least 20% of the time traveling overnight

**Agency:** Texas Medical Board  
333 Guadalupe, Tower 3, Suite 610  
Austin, TX 78768-2018  
[www.tmb.state.tx.us](http://www.tmb.state.tx.us)

**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](http://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. 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.

**Agency Information**

We have over 200 employees across the state of Texas. We are a collaborative and team environment work culture that values an environment of trust and accountability as we work towards our Board's mission to protect and enhance the public's health, safety, and welfare by establishing and maintaining standards of excellence used in regulating the practice of medicine and ensuring quality health care for the citizens of Texas through licensure, discipline, and education.

We value employee work-life balance and provide our team incentives that include telework, flexed and compressed work schedules, wellness leave incentive, health and retirement programs, 401K, vacation and sick leave paid, holiday pay, and other various other benefits.

**General Summary**

The Texas Medical Board is searching for a qualified individual to join our team as an Investigator IV in the Investigations Department. The Investigator IV will perform complex highly responsible nonstandard of care investigative duties, inspections and record review(s) to obtain factual data necessary to appropriately resolve complaints through dismissal or prosecution. Independently plans, organizes, schedules and conducts prolonged, complex or unusual investigations through data collection, review and evaluation of documents and interviews witnesses. Prepares comprehensive and detailed reports of investigative findings that support case resolution. Obtains and analyzes complex prescribing reports using established policies and procedures to identify prescribing trends in response to the Board's efforts to identify opioid prescribing issues.

Functions as a resource specialist to other state and federal agencies. Works under supervision from the Manager of Investigations, and/or his/her delegate with considerable latitude for the use of initiative and independent judgment. Activities may include training, verification of compliance with procedure and policy, and to accommodate instances when case resolution requires exceeding established procedure and policy.

**Principal Duties and Responsibilities**

- 55% Obtains and analyzes prescribing information from various sources in order to identify probable prescribing of opioids and works in a collaborative manner with Investigator II's who are relegated similar tasks.
- 40% Within the confines of established procedure and policy, independently plans, organizes, schedules, and conducts prolonged, complex or unusual non standard of care investigations through data collection, review and evaluation of documents, interviews with witnesses, and obtaining appropriate consultation. Prepares comprehensive and detailed reports of investigative findings in compliance with policy and guidelines for content and timeliness. Reports adequately support dismissal or prosecution for case resolution. May be traveling overnight independently at least 20% of the time.
- 5% Performs related work as assigned.

**Experience and Education**

- Graduation from a standard senior high school or equivalent is require
- Graduation from an accredited four-year college or university with major coursework in criminal justice, medicine, health care, medical quality assurance, investigations or related fields of study required
- Must have the capability to connect to a high-speed internet in a home based office
- Experience in investigative and examination work required
- Experience using MicroSoft Windows, Excel, LaserFische, Sequel is preferred
- Additional work experience in medicine to include PMC inspections, OBA inspections, health care, medical quality assurance, investigations or related work experience may substitute for the educational requirement on a year to year basis

### **Knowledge, Skills, and Abilities**

- Knowledge of state and federal regulatory laws affecting the practice of medicine and the Board of Medical Examiners
- Knowledge of investigative methods and court procedures, rules of evidence, and departmental policies
- Skills in conducting investigations, inspections and/or medical record review
- Skills in compiling, evaluating, and presenting relevant data gathered through investigation or review
- Skills in preparation of detailed and comprehensive investigative reports
- Skills in researching and interpreting rules and regulations
- Skills in applying investigative techniques and procedures to assigned cases
- Skills in prioritizing tasks, staying organized, and working under strict time constraints
- Skills in using independent judgment and working with minimal supervision
- Ability to initiate and coordinate all phases of an investigation
- Ability to obtain and analyze prescribing information
- Ability to communicate effectively both verbally and in writing
- Ability to accurately report facts
- Ability to gather information and evidence
- Ability to explain and interpret pertinent provisions of laws and regulations to other investigators, licensees, and complainants
- Ability to maintain productive and professional liaison with co-workers, the general public, and federal, state, and local authorities
- Ability to work cooperatively with others in case preparation
- Must have working knowledge of Microsoft Windows
- Must be knowledgeable and familiar with operating document management systems
- Must be willing and able to travel independently at least 20% of the time that may require overnight stays

### **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— 8:00 a.m. – 5 :00 p.m., Monday-Friday
- Frequent use of personal computer, copiers, printers, and telephones
- Frequently working under strict 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

**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>

### **Remarks**

**Resumes will not be accepted without a completed signed State of Texas Applications for Employment. Incomplete employment applications will not be considered. 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.