

# TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS

## JOB VACANCY NOTICE

<b>Functional/Working Title:</b>	Investigator II
<b>State Classification Title and Number:</b>	Investigator II - 1351
<b>Military Occupational Codes:</b>	<b>Air Force</b> – 1N0X1, 3P0X1, 7S0X1, 1N, 3P, 7S; <b>Army</b> – 31B, 31D, 35M; <b>Coast Guard</b> – 023, 401, 47, 84, INV; <b>Marines</b> – 5805, 5813; 5821; <b>Navy</b> – IS, MA, 649X,
<b>Salary and Salary Group:</b>	<b>\$3,333.33</b> monthly – B 14
<b>Minimum Years of Experience:</b>	2 years
<b>Division:</b>	Compliance & Enforcement
<b>Review of Job Description &amp; Responsibilities:</b>	Annually
<b>Immediate Supervisor's Title:</b>	Supervising Investigator
<b>Position to Which Immediate Supervisor Reports:</b>	Director of Compliance & Enforcement
<b>Number of vacancies</b>	1
<b>Job Posting No.:</b>	460-MZS-050321
<b>Closing Date:</b>	Open Until Filled

During the interview process, applicants may be required to perform a writing exercise. Only applicants who are interviewed will receive written notification of non-selection.

### POSITION DESCRIPTION AND RESPONSIBILITIES

The Investigator II will be responsible for routine investigative work. Conducts investigations through data collection, review and evaluation related documents. Independently plans, organizes, schedules, and conducts investigations within the confines of established procedure and policy. Interviews witnesses and obtains appropriate evidence. Preparation of comprehensive, detailed reports of investigative findings that support case resolution is expected. Work performed will include review of alleged violations of laws, rules and regulations related to the Texas Engineering Practice Act and Land Surveying Practices Act, obtaining factual data necessary to appropriately resolve complaints through dismissal or prosecution. Responds to inquiries from general public and or the engineering and surveying community concerning laws, statutes, and related issues of compliance. Will communicate professionally and effectively with engineers, land surveyors, applicants, and general public, as well as with Compliance & Enforcement team members, staff attorney, and other TBPELS staff. Works under moderate supervision from the Supervising Investigator, with limited latitude for the use of initiative and independent judgment. May be required to travel and drive a personal or rented vehicle for investigations, presentations and or training.

**Applicants should clearly describe on their application how they meet the minimum qualifications for the position. Qualifications may be verified through testing.**

### REQUIRED QUALIFICATIONS

**The Investigator will be required to have:**

- Minimum two years' experience in general investigative work or graduation from an accredited four-year college or university with major course work in criminal justice, public administration, government, or related area of study.
- Demonstrated skills in compiling, evaluating, and presenting relevant data gathered through investigation or review.
- Ability to prepare detailed reports and correspondence including but not limited to having the ability to accurately collect and report facts.
- Ability to initiate and coordinate various phases of an investigation.
- Ability to communicate professionally and tactfully both verbally and in writing.
- Ability to gather information and evidence which may include knowledge of collecting evidence and conducting field studies.
- Ability to explain and interpret pertinent provisions of laws and regulations to other investigators, licensees, and complainants.
- Ability to work cooperatively with others in case preparation.
- Experience in identification of and/or contacting potential witnesses or complainants for interviews.
- A current valid Driver's License.

## **PREFERRED QUALIFICATIONS**

### **Other desired qualifications for the Investigator II include:**

- Experience working in a state regulatory agency or other administrative office environment.
- Participation in a CLEAR training or Entry NCIT Level I Course, TCOLE certificate or equivalent.
- Experience in investigations and examinations of alleged violations of state laws, rules and regulations.
- Experience in building construction, building codes, land surveying functions, legal experience, and familiarity with legal proceedings and electronic record keeping.
- Experience and skills in presentations of technical information to Board, Commission, and/or general audience.
- Understanding of basic math, science, engineering, or land surveying principles.

## **EXPECTATIONS**

Work is expected to be performed under moderate supervision with limited latitude for the use of initiative and independent judgment. Experience in Engineering or Land Surveying work is not required but helpful. The job functions do not require individual to be a licensed engineer or registered land surveyor. Work attendance on a regular and predictable schedule in accordance with agency leave policy.

## **EDUCATION**

Graduation from an accredited four-year college or university with major course work in criminal justice, public administration, government, or related area of study preferred. Internship in a related program may be considered. Experience and education may substitute one for another.

## **OTHER**

TBPELS is an Equal Employment Opportunity Employer. The Board does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply.

We are a small, dynamic state agency with ability to offer merit raises based on meeting or exceeding performance. Total compensation includes competitive salary, retirement savings, generous time off, comprehensive medical benefits, wellness program, professional and personal development training, and conveniently located in Austin, Texas, just south of Riverside on the access road of Interstate 35.

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

**IMPORTANT NOTE TO ALL APPLICATIONS:** Only applicants scheduled for interviews will be contacted. Should you be contacted for an interview and require reasonable accommodation, please inform the scheduling representative of such accommodation.

## **HOW TO APPLY**

**Submit a completed official State of Texas Employment Application Form, Applicant EEO Data Form with original signature to TBPELS Attn: Human Resources 1917 S IH 35 Austin, Texas 78741-3702 or by email to [suzanne.retiz@pels.texas.gov](mailto:suzanne.retiz@pels.texas.gov) . Applications that are incomplete and or hand-written, double-sided will not be considered. Resumes are optional and may be included with the official State of Texas Employment Application Form, but not in lieu of the form.**