

TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS

JOB VACANCY NOTICE

Functional/Working Title:	Investigator
State Classification Title and Number:	Investigator IV – 1353
Military Occupational Codes:	Air Force – 1N0X1, 3P0X1, 7S0X1, 1N, 3P, 7S; Army – 31B, 31D, 35L, 35M; Coast Guard – 023, 401, 47, 84, INV; Marines – 5805, 5813; 5821; Navy – IC, IS, LN, MA, 649X,
Salary and Salary Group Range:	\$4,500.00 monthly (B18)
Minimum Years of Experience:	4 years
Division:	Compliance & Enforcement
Review of Job Description & Responsibilities:	Annually
Immediate Supervisor’s Title:	Supervising Investigator
Position to Which Immediate Supervisor Reports:	Director of Compliance & Enforcement
Number of vacancies:	1
Job Posting No.:	460 - MZS - 050421
Closing Date:	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 IV will be responsible for highly complex investigative work. Conducts investigations through data collection, review, and evaluation of 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 will be expected. May also serve as a fact witness during administrative hearings. 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 limited supervision from the Supervising Investigator, with 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

- Minimum four years’ experience in comprehensive investigative work.
- Skills in compiling, evaluating, and presenting relevant data gathered through investigation or review.
- Experience in investigations and examinations of alleged violations of state laws, rules and regulations.
- Demonstrated ability to initiate and coordinate various phases of an investigation.
- Demonstrated ability to communicate professionally and tactfully both verbally and in writing.
- Demonstrated ability to gather information and evidence which may include knowledge of collecting evidence and conducting field studies.
- Demonstrated ability to explain and interpret pertinent provisions of laws and regulations to other investigators, licensees, and complainants.
- Demonstrated ability to work cooperatively with others in case preparation.
- Experience in identification of and or contacting potential witnesses or complainants for interviews.

- Experience in regulatory investigations.
- A current valid Driver's License

PREFERRED QUALIFICATIONS

- Experience working in a state regulatory agency.
- Successful completion of CLEAR, Specialized NCIT Level II Course, Intermediate TCOLE certificate or equivalent.
- Experience in investigations and examinations of alleged violations of state laws, rules and regulations.
- Experience and skills in presentations of technical information to Board, administrative law judges, Commission and or general audience.
- Experience in building construction, building codes; legal experience and familiarity with legal proceedings, surveillance work, electronic record keeping, and public speaking.
- 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 licensed 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 other related degree programs highly preferred. 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 merits in accordance with Comptroller's guideline based upon meeting or exceeding performance expectations. Total compensation includes competitive salary, retirement savings, comprehensive medical benefits, generous time off, wellness program, professional and personal development training, and opportunities for merit increases. Convenient location 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.

Related Military and Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of **Air Force** – 1N0X1, 3P0X1, 7S0X1, 1N, 3P, 7S; **Army** – 31B, 31D, 35L, 35M; **Coast Guard** – 023, 401, 47, 84, INV; **Marines** – 5805, 5813; 5821; **Navy** – IC, IS, LN, MA, 649X, or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf

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 signature to TBPELS Attn: Human Resources 1917 S IH 35 Austin, Texas 78741-3702 or by email to 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.