

TEXAS BOARD OF PROFESSIONAL ENGINEERS

JOB VACANCY NOTICE

Functional/Working Title:	Investigator II
State Classification Title and Number:	Investigator II - 1351
Military Occupational Codes:	Air Force – 1N0X1, 3P0X1, 7S0X1, 1N, 3P, 7S; Army – 31B, 31D, 35M; Coast Guard – 023, 401, 47, 84, INV; Marines – 5805, 5813; 5821; Navy – IS, MA, 649X,
Salary and Salary Group:	\$3,178.00 monthly – B 14 (\$38,136.00 annually)
Minimum Years of Experience:	2 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
Job Posting No.:	460-DAD-072517
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 II will be responsible for routine investigative work. Work performed will include review of alleged violations of laws, rules and regulations related to the Texas Engineering Practice Act and obtaining factual data necessary to appropriately resolve complaints through dismissal or prosecution. Conducts investigations through data collection, review and evaluation of engineering plans, specifications, and other supporting documents. Independently plans, organizes, schedules, and conducts investigations within the confines of established procedure and policy. Interviews witnesses, and obtains appropriate consultation. Preparation of comprehensive, detailed reports of investigative findings that support case resolution is expected. Responds to inquiries from general public and or engineering community concerning laws, statutes, and related issues of compliance. Will communicate professionally and effectively with engineers, applicants, and general public, as well as with Compliance & Enforcement team members, staff attorney, and other TBPE 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 II will be required to have:

- Minimum two years experience in general investigative work.
- Demonstrated skills in compiling, evaluating, and presenting relevant data gathered through investigation or review.
- Experience in preparation of 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 Texas Driver's License.

PREFERRED QUALIFICATIONS

Other desired qualifications for the Investigator II include:

- Experience working in a state regulatory agency.
- Experience in investigations and examinations of alleged violations of state laws, rules and regulations.
- Experience in building construction, building codes, legal experience, and familiarity with legal proceedings, surveillance work, and electronic record keeping.
- Experience and skills in presentations of technical information to board, commission and or general audience.

EXPECTATIONS

Work is expected to be performed under moderate supervision with limited latitude for the use of initiative and independent judgment. Attends work 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 engineering, construction, criminal justice or public administration preferred. Experience and education may substitute one for another.

OTHER

TBPE 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.

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 TBPE Attn: Human Resources 1917 S IH 35 Austin, Texas 78741-3702. 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.