

TEXAS BOARD OF PROFESSIONAL ENGINEERS JOB VACANCY NOTICE

Functional/Working Title:	Investigator
State Classification Title and Number:	Investigator II – 1351; or Investigator III – 1352 (depending on experience)
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:	Investigator II: \$3,178.00 monthly (B14) or; Investigator III: \$3,585.00 monthly (B16) <i>(Salary and salary group commensurate with level of experience)</i>
Minimum Years of Experience:	Investigator II: 2 years Investigator III: 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-DLH-041618
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 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.
- Successful completion of CLEAR, Specialized NCIT Level I Course, Basic TCLOE certificate or equivalent
- A current valid Texas Driver's License.

The Investigator III will be required to have all the above qualifications and:

- 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.
- Ability to explain and interpret pertinent provisions of laws and regulations to other investigators, licensees, and complainants.
- Successful completion of CLEAR, Specialized NCIT Level II Course, Intermediate TCLOE certificate or equivalent
- Experience in regulatory investigations.

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 and skills in presentations of technical information to board, commission and or general audience.

Desired qualifications for the Investigator III will possess all the above and:

- Experience in building construction, building codes; legal experience and familiarity with legal proceedings, surveillance work, electronic record keeping, and public speaking.

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.

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 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.