

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

**Job Posting:** 17-503-12  
**Monthly Salary:** \$3,874.42

**Opening Date:** August 21, 2017  
**Closing Date:** Open until Filled

**No. of Openings:** 6  
**Type of Employment:** Full-Time

**WIT#** 5250337  
**Job Title:** Field Investigator  
**Classification:** Investigator V  
**Class Number** 1354  
**Salary Group:** B20  
**FLSA Status:** Exempt  
**Location:** This position is home-based.  
**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.

**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)

**NOTE:** 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.

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>

**General Description**

Performs highly significant and complex investigative and inspection duties for the Texas Medical Board and eight sub-boards and committees. Within the confines of established procedure and policy, independently plans, organizes, schedules and conducts prolonged, complex or unusual investigations through data collection, review and evaluation of documents and medical records, interviews of witnesses, and obtaining appropriate panelists/consultants(s). Independently prepares comprehensive and detailed reports of investigative findings that support case resolution. Works under the direct supervision of the Program Supervisor and subsequent supervision of the Manager of Investigations as needed, with considerable latitude for the use of discretion, initiative, and independent judgment. May be required to exercise discretion and independent judgment with respect to complex and/or unusual investigations and inspections procedures. Duties may include assisting with training.

**Principal Duties and Responsibilities**

- 85% Within the confines of established procedure and policy, independently plans, organizes, schedules, and conducts complex investigations and inspections through data collection, review and evaluation of documents and medical records, 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, to include but not limited to adequate support of dismissal or prosecution for case resolution. Independent overnight travel will be required.
- 5% Initiates and assists with the presentation of evidence in court and administrative hearings; testifies as a witness.
- 10% Performs related work as assigned.

**Experience and Education**

- Graduation from an accredited four-year college or university with major coursework in medicine, health care, medical quality assurance, investigations or related fields of study required
- Must hold a Texas License in good standing as a Registered Nurse or Licensed Vocational Nurse
- Must have the capability to connect to a high-speed internet in a home based office
- Extensive investigative training preferred
- Extensive and responsible experience in direct patient care, investigative, clinical, and medical quality assurance work preferred
- Experience working with litigating attorneys and testifying as a witness is preferred
- Experience using Microsoft Windows, Excel, LaserFiche, Sequel is preferred
- Additional work experience in medicine, 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 federal regulatory laws affecting the practice of medicine and the Texas Medical Board
- 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 analyze medical records
- Ability to identify expert testimony regarding standards of medical care
- 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
- Frequent use of personal computer, copiers, printers, and telephones
- Frequent sitting
- Frequently working under 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

#### **New Hires/Rehires**

60-day waiting period for health coverage

#### **Remarks**

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

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.