

## TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

To apply, please complete a State of Texas Application at [WorkInTexas.com](http://WorkInTexas.com)

Job Title	Investigator II-Eligibility	Closing Date	Until Filled
Reports To	Program Supervisor VI-Eligibility	Posting Number	BON 21-12
Salary Group	B14 \$2596 to \$4094 per month	Schedule	Full-Time
Insurance			
Waiting Period	60 day waiting period for health coverage	Travel	Up to 25% may be required

### Military Crosswalk

Army	31B, 31D, 35L, 35M, 311A, 31A	Navy	EOD, FC, GM, IS, MA, SB, SO, 181X, 182X, 642X, 644X, 649X, 742X, 744X, 749X
Air Force	1NOX1, 3POX1, 7SOX1, 13CX, 13DX, 14NX, 31PX, 71SX	Marines	5813, 5819, 5821, 5822, 5805, 7596
Coast Guard	IV, 401, 023, 024, 47, 84, INV, OAP12, OAP14		

### General Description

Under minimal supervision, conducts complex investigations of alleged violations of the laws, rules and regulations pertaining to professional and vocational nursing.

### Duties and Responsibilities

Conduct investigations of licensees= alleged violations of the rules and regulations pertaining to professional and vocational nursing, including Criminal History information. Receive assigned and prioritized cases against RN=s and LVN=s. Analyze complaints to develop investigative plan. Prepare subpoena=s for relevant records. Conduct on-site investigations, as necessary, to interview witnesses and identify additional documentary evidence. .Prepare witness affidavits/statements. Prepare reports and documentation of investigative activities. Recommend appropriate case disposition to the Director of Enforcement. Participate in depositions. Prepare cases for informal conferences/formal disciplinary hearings.

Participate in informal conferences/formal disciplinary hearings. Ensure that the documentary evidence and witness testimony are prepared for presentation at the hearing. Testify and formal disciplinary hearing. Ensure that Orders of the Board are prepared and distributed in an accurate and timely manner.-

Assist in the education of the public, employers and nurses (RN and LVN). Respond to inquiries regarding the NPA, the rules, policies and procedures of the BNE primarily related to Criminal Background checks. Refer questions regarding licensing, education or nursing practice to appropriate Board staff.

### Knowledge, Skills and Abilities

Ability to write and speak effectively. Knowledge of investigative methods and process. Knowledge of state statutes and rules governing the practice of professional and vocational nursing in the State of Texas. Knowledge of the Administrative Procedures and Texas Register Act. Skill in objectively presenting evidence and testimony at informal conferences and formal disciplinary hearings. Ability to apply Board policies and procedures. Skill in computer word processing.

### Education and Experience Requirements

A High School Diploma or equivalent. An Associate=s or Bachelor=s Degree in Criminal Justice, sociology or related field, supplemented by one year of experience or specialized training in areas related to the agency mission is preferred.

### Environment/Physical Conditions

This position is based in our downtown office in Austin, Texas. The work for this position will be primarily performed in this downtown office location. Work typically takes place in an environmentally controlled office setting. Some travel and out-of-office work may be required.

**How To Apply**

Please go to agency website at [www.bon.texas.gov](http://www.bon.texas.gov) for a job description. The state job application is available at the Work In Texas Job Bank [www.WorkInTexas.com](http://www.WorkInTexas.com). Applications are accepted via email or regular mail to the addresses above. Selected applicants will be notified as to further instructions regarding interviews. If an accommodation is needed, please call Steve Zimmerman at (512)305-6880 (Voice) or 1-800-RELAY-TX (TDD).

The Texas Board of Nursing is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process. Veterans' and former foster youth employment preferences are granted as required by law.