

TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

To Apply, please complete a State of Texas application at WorkInTexas.com

Job Title	Investigator III- Criminal Justice	Closing Date	Until Filled
Reports To	Investigator VI/ Supervising Investigator	Posting Number	BON 21-2
Salary Group	B16 (Starts at \$3,500 per month)	Schedule	Full-Time
Insurance			
Waiting Period	60 day waiting period for health coverage	Travel	Up to 25% travel 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 advanced practice, professional and vocational nursing.

Duties and Responsibilities

Conducts investigations of licensees' alleged violations of the rules and regulations pertaining to advanced practice, professional, and vocational nursing. Analyzes assigned complaints to develop and implement investigative plan within accepted timeframe. Prepares notices of alleged violations to nurses under investigation. Prepares subpoenas and obtains allegation-specific relevant records. Identifies witnesses and obtains statements through affidavits or interviews. Conducts on-site investigations, as necessary, to interview witnesses and identify additional documentary evidence. Documents investigative activities, including all contact with outside parties. Prepares investigative case reports which include alleged violations, relevant evidence, and responses/explanations. Recommends appropriate case disposition to the Supervising Investigator/Director of enforcement which are consistent with adopted Board guidelines and disciplinary matrix. Facilitates timely case resolution according to established timelines. Ensures that Agreed orders and Formal Charges are accurately drafted, routed and mailed in a timely manner according to established processes. Ensures that documentary evidence and witness testimony are prepared for presentation at informal settlement conferences and formal disciplinary hearings, as applicable. Testifies at formal disciplinary hearings and participates in depositions, as applicable. Assists in the education of the public, employers, and nurses. Adheres to agency Customer Service Standards when responding to inquiries regarding the NPA and Board Rules, policies and procedures. Maintains courteous, effective communication with co-workers and supervisors to promote teamwork in accomplishing departmental and agency functions. Assists new Board staff in learning the investigative process. Refers questions regarding licensing, education and 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

Baccalaureate Degree in Criminal Justice, sociology or related field, supplemented by two years of experience or specialized training in areas related to the agency mission.

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 for a job description. The state job application is available at the Work In Texas Job Bank www.WorkInTexas.com . 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.