

Job Description:

Investigator / Compliance Officer

This position is primarily responsible for investigating complaints filed with the Board of Veterinary Examiners. Job duties will also include some inspection of veterinary premises to ensure compliance with laws and regulations. The investigation and inspection duties are necessary to fulfill the agency mission of promoting public health, safety, and welfare by effective enforcement of the Veterinary Practice Act.

The selected candidate will be working out of the Wamego area.

Job Duties will include but are not limited to:

Investigation

- Receiving and responding to complaints lodged against veterinarians and persons practicing veterinary medicine illegally for alleged violations of the Kansas Veterinary Practice Act and associated regulations;
- Identifying, contacting, and interviewing complainants, witnesses and other affected persons; and recording statements;
- Gathering and reviewing records and evidence to prove or disprove an allegation;
- Preparing reports of facts to assist litigation counsel and Probable Cause Review Panel in determining if there is probable cause that a violation has occurred;
- Providing testimony at formal hearings; and
- Monitoring compliance with Board Orders.
- Participating in Board activities relative to the revision of statutes and regulations.

You will work with General Counsel and Litigation Counsel for the agency, and members of the Board who serve as Probable Cause Reviewers overseeing the case investigation and resolution, all of whom review your work for accuracy, thoroughness, and objectiveness on an ongoing basis.

Inspection / Compliance

- Checking for proper licensing of veterinarians and registered veterinary technicians;
- Inspecting for conditions and practices as required by the KS Veterinary Practice Act.
- Communicating deficiencies to the operating/managing veterinarian or their agent;
- Preparing standard inspection reports; and providing written notification of the outcome;
- When necessary, preparing written form with deficiencies and remedial action required.
- Providing consultation and education to licensees and the public as needed.

Statewide travel is required; primarily day trips.

Skills, Abilities and Competencies

- Proficient communication and listening skills.
- Interviewing skills
- Ability to recognize discrepancies and ask clarifying questions.
- Critical thinking
- Problem solving
- Honest and ethical
- Ability to work independently
- Computer and phone skills.

- Ability to write clearly and concisely
- Ability to drive a vehicle to conduct investigative interviews and inspections, and attend meetings
- Ability to read, comprehend, and apply federal and state statutes and regulations

Qualifications:

- At least one year investigating, fact finding or enforcing state or federal laws and regulations. Education in communications, psychology, social work, public or business administration, criminal justice or law may substitute for some experience.
- Valid Kansas Driver's License.
- Technical experience in a veterinary environment is preferred.
- Working knowledge of the Veterinary Practice Act and state regulations is desirable.

Starting Pay Range: \$40,000-\$45,000 yr. commensurate with experience, education, and desired competencies. This is an unclassified position with [benefits](#).

This job will remain posted until filled. Review of applications will begin January 10. If you are interested and meet the qualifications, please apply promptly for consideration.

HOW TO APPLY:

Send the following application documents as **email attachments** to Jay.Hedrick@ks.gov

- [State of Kansas Employment Application](#) (Word document)
- Cover Letter
- Resume
- Contact information for 3 professional work references
- [Kansas Tax Clearance Certificate](#)

Or mail hard copies to:

Jay Hedrick DVM
Kansas Board of Veterinary Examiners/Executive Director
PO Box 379
Wamego, Ks 66547-0379
Ph: 785-456-8781

Include the job title and your last name in the email subject line. Failure to submit all required documentation may affect your consideration for this position.

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html> A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Individuals with disabilities are encouraged to contact the agency if reasonable accommodations are needed for any part of the application or hiring process.