

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 20-0151

JOB TITLE: Risk Management Specialist III

WORKING TITLE: Risk Manager

MONTHLY SALARY: \$5,279.77

POSTING DATE: October 22, 2019

DURATION: Until Filled

LOCATION: 300 West 15th Street, 6th Floor, Austin, TX 78701

GENERAL DESCRIPTION

By statute, the Executive Director of the Office serves as the state risk manager and is responsible for supervising the development and administration of a system of risk management for the state. The Office's performance measures include the goal to manage costs for covered state entities arising from the risk of loss through the delivery of professional risk management and claims administration services that are customized to specific entity needs. Risk managers act as a representative of the Executive Director. Risk managers assist state entities in establishing and maintaining comprehensive risk management programs. Risk managers help state entities identify potential risks to people, resources, and mission critical functions before a loss event occurs. Risk managers assist state entities with identifying and managing enterprise risks at all levels of operations.

ESSENTIAL JOB FUNCTIONS

Acts as a representative of the Office to fulfill statutory risk management obligations and meet performance measures

Assists state entities in establishing and maintaining comprehensive risk management programs

Assists in the implementation of risk management programs to mitigate the losses

Provides guidance and direction to state entities to assist them in identifying, evaluating, and controlling risk and minimizing the adverse impact of loss

Provides service, resources, and expertise that are designed to help state entities make well-informed, proactive decisions on how to identify, manage, transfer, and retain risk

Assists with identification and prioritization of risk so state entities can make meaningful quality improvements to prevent, control, and mitigate risks

Formulates risk prevention and control recommendations that state entities can implement to prevent or reduce claims and losses

Assists representatives of state agencies in accomplishing risk avoidance, prevention, reduction, retention, transfer, and safety assessment for state agencies' risk management programs

Conducts on-site consultation (OSCs) of properties and facilities to identify hazards and risk exposures and provides written suggestions on risk prevention and control measures

Conducts risk management program reviews (RMPRs) and safety program evaluations, and conducts presentations on risk management programs.

Administers guidelines adopted by the board for a comprehensive risk management program applicable to all state entities to reduce property and liability losses, including workers' compensation losses

Compares each state entity's risk management plan against the Office's risk management guidelines

Reviews, verifies, monitors, and approves risk management programs developed by state entities

Reviews and analyzes state entities' risk management policies and procedures

Reviews files, reports, and programs for compliance with applicable state and federal laws related to risk management and loss control programs

Provides technical and comprehensive reports, plans, and procedures for developing risk management program reviews and on-site consultations

Assesses risk exposures and develops action plans to mitigate the risks and monitors the effectiveness of those plans

Tracks the risk management recommendations that are given to a state entity to ensure the entity implements corrective action

Assesses state entities' actions in regards to implementation of the Office's recommendations to control or correct conditions that could lead to injuries

Provides technical assistance, information, education, or training, and address specific exposures or losses

Presents tailored training to client agencies and internal staff on risk management topics

Ability to analyze the impact of plans and programs; to analyze risk management and loss control material; to analyze agency policies and programs for compliance with applicable state and federal statutes, standards, rules, and professional risk management guidelines; to make decisions to implement systems and programs; to coordinate risk management and safety programs; to communicate effectively; and to train others (Risk Management process)

Cooperates with other oversight entities to implement viable loss control, risk financing, continuity of operations, and workers' compensation administration programs for state entities

Performs related work as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with agreed-upon work schedule

Travel overnight as required

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent

Experience: Four years full-time risk management experience

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in technical writing

Skill interpreting complex rules regulations

Skill in working effectively with a variety of customers

Skill in effective oral and written communication [Writing sample required at time of application and administered at the time of interview]

Skill in exercising sound judgment and effective decision making

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to provide excellent customer service

Ability to work more than 40 hours as needed and in compliance with the FLSA

Ability to lift and relocate 30 lbs.

Ability to travel (including overnight travel) up to 50%

Valid Texas driver's license with a good driving record {Applicants will be subject to a motor vehicle record report check}

PREFERRED QUALIFICATIONS

Graduation from an accredited four year college or university in risk management, insurance, or closely related field.

Experience in planning or operations of risk management, safety and health, property and casualty, business continuity, and/or workers' compensation programs

Associate in Risk Management (ARM), Certified Risk Manager (CRM), Associate in Risk Management-Public Entity (ARM-P), Associate in Risk Management-Enterprise Risk Management (ARM-E), Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Property & Casualty Insurance License (General Lines P&C), Chartered Property Casualty Underwriter (CPCU), or related professional certification

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Safety.pdf.

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