

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 20-0259

JOB TITLE: Education Specialist II

MONTHLY SALARY: \$4,740.92-\$4,740.92

POSTING DATE: November 22, 2019

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

WORKING TITLE: Training Consultant

DEPENDING ON QUALIFICATIONS

DURATION: Until Filled

GENERAL DESCRIPTION

The State Office of Risk Management is looking for a training consultant to perform complex training and consulting for internal and external customers to enhance risk management programs. This person will consult with clients and internal risk managers to identify and respond to training needs specific to risk management and workers' compensation. Work involves planning, designing, and conducting educational training programs; creating communication materials such as presentation, articles, and web content; assisting with video scripts and delivering educational training on camera; speaking at seminars and other engagements; and cultivating close relationships with clients.

ESSENTIAL JOB FUNCTIONS

Delivers risk management and workers' compensation training classes for internal and external customers in a classroom, video, and/or e-learning platform

Plans, designs, and analyzes health and safety, and risk management related training for internal and external customers

Develops curricula and course outline, selects instructional methods; develops training aids, manuals, and other materials consistent with agency brand identity; assists with video production

Analyzes injury and loss data

Assists in formulating policies and procedures to carry out the training program

Anticipates customer needs and facilitates appropriate solutions; develops and maintains effective working relationships with internal and external customers

Assists in solving training problems and ensuring the effective utilization of modern training methods and techniques; promotes teamwork and model team behavior

Coordinates training presentations and provides training or technical assistance to other state agencies

Maintains knowledge of organizational behavior, assumes and share responsibility; collaborates with team member

Works 8 a.m. – 5 p.m., Monday through Friday and attends work regularly in accordance with agency leave policy

Works overtime as needed

Provides excellent customer service

Attends work regularly in accordance with agency leave policy

Performs related work as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with agreed-upon work schedule

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including but not limited to those pertaining to ethics and integrity, applicable security and safety rules, regulations, and standards

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent

Graduation from an accredited four-year college or university; may substitute full-time experience training, education, developing curricula or course outlines, organizing or conducting workshops or developing or implementing safety and risk management programs for the required education on year-for-year basis

Four years full-time experience in training, education, developing curricula or course outlines, organizing or conducting workshops, or developing or implementing safety and risk management programs

Skill in communicating complex risk management and claims-related concepts to an audience of varied experience

Skill in working under pressure and meeting deadlines

Skill in working effectively with a diverse clientele

Skill in using a computer for word-processing and data entry/retrieval

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 formulate learning objectives; to create, evaluate, and conduct an effective presentation

Ability to assess training needs

Ability to receive and positively respond to constructive feedback

Ability to work with others in a collegial office environment

Ability to handle stressful situations

Ability to obtain and maintain a valid driver's license

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

Ability to work 8 a.m. – 5 p.m., Monday through Friday

Ability to work overtime as needed

Ability to provide excellent customer service

PREFERRED QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in business administration, education/training, risk management, or closely related field

Certification in risk control management, safety management, or risk management

Licensed to adjust Workers' Compensation claims in Texas

Experience in organizational development

Experience with creating online training modules for a learning management system (LMS)

Experience with HD cameras, lighting, and audio

Experience working in the private sector

Knowledge of training procedures and techniques of adult learning theory, principles and techniques; and of group processes, group dynamics, and interpersonal relations

Knowledge of state and federal rules and regulations regarding risk management and safety

Demonstrated proficiency in developing online training modules with applicable software

Skill in public speaking

Skill in speaking, instructing, and/or presenting on camera

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_Education.pdf.

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