

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 20-0745

JOB TITLE: Government Relations Specialist I

MONTHLY SALARY: \$5,543.75

POSTING DATE: May 22, 2020

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

WORKING TITLE: Public Relations Liaison

DURATION: Until Filled

GENERAL DESCRIPTION

The Liaison Officer serves as the liaison between the agency and; other governmental entities, the public, and the Texas state legislature. Agency culture is key; so this person is expected to engage and connect internally with staff at SORM as well as externally with legislative, client, and media contacts. This person will form and maintain relationships with client state agencies and institutions of higher education and serve as an advocate for all key mission areas of SORM: continuity of operations (COOP), risk management, insurance services, and workers' compensation claims management. As the public relations coordinator, the liaison officer will promote the public brand and image of the agency, and field all media inquiries. As a legislative liaison, this person will serve as a direct contact for the agency with the Governor's Office, Legislative Budget Board, Texas Department of Insurance, and other entities, and will monitor all legislation that could potentially impact the agency and provide regular updates to executive management on any bills that may require action. This person reports directly to the Director of Public Relations in the Executive Administration Division.

ESSENTIAL JOB FUNCTIONS

Establish and maintain relationships between legislative, agency contacts, and media
Consults with leadership on the legislative action plan including funding initiatives and exceptional items
Monitors legislation that could impact the agency missions
Reviews and responds to inquiries about agency activities including updates on industry trends and events
Conducts research to ensure accuracy of materials produced by SORM, as well as third party entities
Reviews, analyses and drafts recommendations for any changes, as needed, in the law or rules related to issues that would affect Texas state agencies as evidenced by direct observation of the Director of Public Relations
Attends legislative hearings and meetings as the agency liaison and prepares reports to the Director of Public Relations, Directors Council, and Executive Council
Prepares reports on newly enacted laws and pending legislation that impacts state agencies
Coordinates responses to legislative inquiries, and reviews and edits legislative correspondence
Monitors standing and interim committee scheduled and agendas and communicates relevant information to Executive Council and Director Council
Creates presentations and communicates with state agencies and the legislature regarding the agencies mission, services and objectives
Provides accurate and informative to members of the press, legislative contacts, and other individuals regarding agency activities
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 those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent
Graduation from an accredited four-year college or university with major in a relevant field. Experience and education may be substituted for one another
Knowledge of the state legislature process and state governmental administration
Skill in compiling, evaluating, and presenting legislative information
Skill in policy analysis and research
Skill in problem solving and negotiating
Skill in handling multiple tasks, prioritizing, and meeting deadlines
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 arrange for personal transportation for business-related travel
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 5%

PREFERRED QUALIFICATIONS

Experience working with state legislature, legislative staff, or research services

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.

THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER