

Texas Job Order Print Document

Job Order: **14189551**

Print Date: **9/9/2020 11:57:35 AM**

Office: **123 WF SOL Capital Area East**

LWDB: **Capital Area WF Board**

Employer Information:

Employer Name: **TEXAS WORKFORCE COMMISSION**

How to Apply: **Provide a State of %STATE% Application**

Company Website: **NA**

Application Comments:

Location:

Main Address:

**TEXAS WORKFORCE COMMISSION - HUMAN
RESOURCES
1117 Trinity St.**

AUSTIN, TX 78701

Mailing Address:

101 EAST 15TH STREET ROOM 230

AUSTIN, TX 78778

Contact:

Contact: **HR Specialist**

Title: **Secondary Contact**

Phone: **(512) 475-1224 x** Fax: **(512) 463-2832**

Email:

Job Details:

Occupational Code: **11101100 Chief Executives**

Job Title: **RSM Department Director**

Industry Code: **923130 - Administration of Human Resource Programs (ex**

Number of Positions: **1**

Referrals: **50**

Earliest Date to Display: **9/8/2020**

Last Date Job Order Will Display: **9/8/2021**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category: **Not a Special Category**

Job Duties and Skills:

Description:

The Texas Workforce Commission (TWC), a Family Friendly Certified Workplace, is seeking an experienced and dynamic leader (Director I) to direct the Risk and Security Management (RSM) Department located at 1117 Trinity St, Austin, TX 78778. The RSM Department is within the Business Operations Division. The agency is currently in teleworking mode through at least the end of December 2020, and we are entering the office only for essential business needs. The current director is advancing to a new director position in the Workforce Development Division, and the new RSM director will be expected to continue the work of the incumbent to build a premier, state agency risk and security management program.

Benefits to working for TWC include:

- **Competitive starting salary: \$7,900 to \$8,292 depending on qualifications**
- **Defined Retirement Benefit Plan -Optional 401(k) and 457 accounts**
- **Medical Insurance: Currently, the state pays 100% of the health plan premium for eligible full-time employees and 50% of the premium for their eligible dependents. Eligible part-time employees get a 50% state contribution for themselves and 25% for their dependents. Employees pay the remainder of the premium by paycheck deduction before taxes are withheld.**
- **Optional Benefits such as dental, vision, and life insurance**
- **8 hours sick leave per month**
- **8 hours vacation per month with potential to earn more with longevity**
- **Employee Assistance Program (EAP) services**
- **Additional benefits for active employees: <https://www.ers.texas.gov/Active-Employees/Health-Benefits>**

The ideal candidate shares the RSM Department's mission to ensure a safe and secure workplace by identifying, analyzing and minimizing risk. The department values professionalism, teamwork, customer service, and communication with internal and external partners. The RSM Director is responsible for the Agency's core areas of risk management, safety, privacy, business continuity, and security. The RSM Director performs work under the general guidance of the Deputy Executive Director, through the Director of Business Operations, with considerable independence and flexibility to organize, plan, and assign priorities. The RSM Director manages a staff of approximately thirteen employees, including two supervisors.

Examples of duties:

- **Directs the agency's on-going plans and responses to COVID-19, and other emergency situations**
- **Works closely with the State Office of Risk Management, State Operations Center, Texas Department of Emergency Management and Texas A&M Engineering Extension Services**
- **Conducts an agency-wide risk assessment on at least an annual basis in collaboration with the Office of Internal Audit and develops/revises a risk management plan**
- **Ensures that regular inspections are conducted in core areas by the department**
- **Oversees drills, "table top" and other readiness exercises conducted by the department**
- **Directs agency-wide training programs by the department in core areas**
- **Executes human resource activities in a timely manner, including providing performance evaluations and regular feedback**
- **Cross-trains staff, and establishes employee development plans for certifications and career growth**
- **Actively manages the department's budget**

PREFERRED QUALIFICATIONS:

- **Extensive knowledge of statutes, rules/regulations, standards, guidelines and best practices involving core areas of risk, security, safety, privacy and business continuity**
- **In-depth supervisory experience, including responsibility for hiring, performance evaluations and personnel actions**
- **State agency experience**
- **Certification in National Incident Management System (NIMS)**

MINIMUM QUALIFICATIONS:

- **Graduation from an accredited four-year college or university plus five years of full-time experience in the oversight and direction of an agency program; or in strategic planning and policy development and implementation, two years of which must have been in an administrative management or supervisory capacity.**
- **Twelve semester hours of graduate study from an accredited college or university may be substituted for each year of the qualifying experience.**
- **A doctorate degree from an accredited college or university may be substituted for three years of the required qualifying experience.**
- **One additional year of full-time qualifying experience may be substituted for each year (30 semester hours) of the required college.**
- **Ability to:**
 - **direct and organize program activities;**
 - **establish program goals and objectives that support the strategic plan;**
 - **identify problems, evaluate alternatives, and implement effective solutions;**
 - **develop and evaluate policies and procedures;**
 - **prepare reports; to communicate effectively; and**
 - **plan, assign, and supervise the work of others.**

Position may involve working hours other than 8AM - 5PM, Monday-Friday, including overnight travel.

VETERANS: Use your military skills to qualify for this position or other jobs! Go to www.texasskillstowork.com to translate your military work experience and training courses into civilian job terms, qualifications and skill sets. Also, you can compare this position to military occupations (MOS) at the Texas State Auditor's Office by pasting this link into your browser: http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

HOW TO APPLY: To be considered, please complete a State of Texas Application for Employment and apply online at www.workintexas.com or submit by email to HRHelpDesk@twc.state.tx.us

A position utilizing this classification will be designated as security sensitive according to the Texas Labor Code, Section 301.042.

TWC is not considering applications from persons who require sponsorship for an employment visa.

Special Software/Hardware Skills Needed: **No**

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **High School Diploma or Equivalent**

Months of Experience: **0**

Requires a Drivers License: **No**

Near Public Transportation: **No**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **7900.00 Month**

Maximum Salary: **8292.00 Month**

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours Not Specified**

Actual Hours:

Shift: **Day**

Benefits:

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

- Contact Information
- Employment History Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

Other Information:

Green Job: **No**

Featured Job: **No**

Federal Contractor: **No**

Job Order is for Veterans Only: **None Selected**

Subsidized by ARRA (Stimulus): **No**

In an Enterprise Zone: **No**

Court Ordered Affirmative Action: **No**

Staff Information:

Category: **Regular (Non Domestic)**

Status: **Veteran Hold**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **9/23/2020**

Job Developer Mandatory Listing: **NA**

Employer Status: **Open and available**