

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 21-0156

**JOB TITLE:** Risk Management Specialist II-IV

**MONTHLY SALARY:** \$4,333.34-\$6,000.00

**POSTING DATE:** December 23, 2020

**LOCATION:** 300 W. 15th St., 6th Floor, Austin, TX 78701

**WORKING TITLE:** Enterprise Risk Specialist, Risk Manager

**DEPENDING ON QUALIFICATIONS**

**DURATION:** Until Filled

### **GENERAL DESCRIPTION**

The State Office of Risk Management (SORM) is looking for a Risk Manager who will collaborate with internal and external stakeholders and facilitate the evolution of risk management for state agencies. As a SORM Risk Manager, this person will assist clients in creating a culture of enterprise risk management to proactively manage hazard, operations, financial, and strategic risk and effectively integrate risk management into agency operations. This person will provide consultative services with program participants to conduct broad risk management support including a full range of assessments, recommendations, and advocacy. Risk Managers at SORM serve as an authority on safety and loss control programs, and work closely with our workers' compensation claims adjusters, continuity of operations, insurance specialists, and other staff to convey professional knowledge of all programs. SORM's unique culture embraces communication, creativity, and critical thinking. We hire motivated, curious, innovative, and adaptable people with a strong desire to assist our clients, and one another, succeed. This is an excellent opportunity to make a difference in risk management for Texas state agencies.

### **ESSENTIAL JOB FUNCTIONS**

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

Evaluates assigned state agencies risk management programs in contrast to the risk management guidelines and ISO 31000 framework

Conducts on-site consultation (OSCs) of properties and facilities to identify hazards and risk exposures

Conducts risk management program reviews (RMPRs) and safety program evaluations.

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

Reviews and analyzes state entities' risk management policies and procedures

Reviews files, reports, and programs for compliance with applicable state and federal laws

Prepares technical and comprehensive reports, plans, and procedures for developing risk management program reviews (RMPRs) and on-site consultations (OSCs)

Tracks and records the risk management recommendations using a Risk Management Information System (RMIS)

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

Performs related work as assigned

Attends work regularly in compliance with agreed-upon work schedule

Statewide overnight travel 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:** Two years full time risk management, insurance, safety and health or closely related field

Knowledge of enterprise risk management program operations, practices, and procedures

Knowledge of applicable state and federal laws, rules, regulations, and statutes

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in proper management of a client portfolio and building a rapport with state agencies

Skill in presentation and training techniques

Skill to communicate ideas and instructions clearly and concisely

Skill in interpreting complex rules and regulations

Skill to coordinate with other staff, departments, officials, agencies, organizations and the public

Skill in effective oral and written communication. Ability to read, write and communicate effectively in English [Writing sample required at time of application and administered at the time of interview]

Skill in exercising sound judgment and effective decision making

Skill in Microsoft Office environment (Outlook, Word, Excel, PowerPoint presentations, etc.)

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 walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, lift and carry 30 lbs. and over, operate a motor vehicle

Ability to work inside and outside, work around machines with moving parts and moving objects, radiant and electrical energy, work in excessive heat, cold, dry atmosphere, excessive or intermittent noise, dust, fumes, smoke, gases, silica, asbestos, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, and traveling by car, van, bus, and airplane

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

Experience working in state government

Experience with a RMIS data base tracking safety and loss control measures

Experience in some of the following: Occupational Safety and Health Administration (OSHA) 10 and 30hr, ISO 31000, CPR/First Aid/AED certification, Continuity of Operations (COOP), Federal Emergency Management Agency (FEMA), National Fire Protection Association (NFPA)

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](http://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](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Safety.pdf)

**THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER**