

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 21-0287

JOB TITLE: Risk Management Specialist III-IV

MONTHLY SALARY: \$5,279.77-\$6,000.00

POSTING DATE: March 19, 2021

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

WORKING TITLE: Enterprise Risk Management Specialist

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. 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

THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER