

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 21-0290

**JOB TITLE:** Director II

**MONTHLY SALARY:** \$7,000.00

**POSTING DATE:** March 19, 2021

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

**WORKING TITLE:** Director, Enterprise Risk

**DURATION:** Until Filled

### **GENERAL DESCRIPTION**

The State Office of Risk Management (SORM) is looking for a strong leader as the Director of Enterprise Risk to directly oversee the risk management and insurance programs for the State of Texas. As the director, you will provide guidance, leadership, and expertise for Enterprise Risk Specialists in risk management and insurance. You will also be instrumental in building client relationships and maintaining stakeholder expectations. You will work closely with other SORM leaders, client entities, and vendors, and have a familiarity in Texas state law and extensive knowledge of enterprise risk management principles. Responsibilities include: helping to develop the agency strategic plan, goals, and objectives; developing policies and procedures; reviewing state guidelines, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; and coordinating and evaluating programs activities. This position requires a highly motivated and engaged individual with a positive attitude, sense of community, and passion for public service.

### **ESSENTIAL JOB FUNCTIONS**

Directs, develops, motivates and empowers enterprise risk team and the operations of the Enterprise Risk department, including the statewide insurance and continuity programs  
Directs the development and implementation of risk management and loss control programs of Texas state agencies  
Oversees the reviews of state agencies' risk financing programs, including risk retention programs and risk transfer through the use of all lines of commercial insurance  
Develops Enterprise Risk Management tools, practices, and policies to define, assess, treat, and report enterprise risks according to an ISO 31000 enterprise risk management framework  
Develops innovative strategies to promote risk management and reduce loss in client agencies  
Establishes the Enterprise Risk Management architecture for the Agency and all participating agencies  
Oversees the review of state agencies' risk management for compliance with state and federal laws applicable to risk management and loss control, including onsite visits  
Directs the preparation of technical reports and procedures for Risk Management Program Reviews (RMPRs) and On Site Consultations (OSCs)  
Oversees the analysis of loss data relating to state agencies loss control programs and provides guidance on techniques to reduce these losses  
Presents information to the SORM Board of Directors  
Coordinates with the Governor's Office and other state agencies on emergency and disaster recovery issues  
Develops goals and objectives consistent with agency strategic plan  
Promotes the agency's mission and philosophy by participating in public forums  
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  
Education: Graduation from an accredited college or university with a major in business, public administration insurance, risk management, safety, or a related field; may substitute full-time experience in risk management, insurance, or closely related experience for the required education on a year for year basis  
Education: At least one of the following relevant certifications in risk, insurance, or continuity: (e.g. Associate Risk Management (ARM), Certificate in Risk Management (CRM), FEMA Professional Continuity Practitioner (PCP); Chartered Property Casualty Underwriter (CPCU) or closely related professional certification(s).  
Experience: Ten years full-time experience in risk management, risk assessment/loss prevention planning and operations, establishing goals and objectives, program coordination and evaluation or closely related experience  
Experience in the planning and directing of risk management, loss control, and safety programs  
Experience supervising enterprise risk professionals  
Skill in handling multiple tasks, prioritizing, and meeting deadlines  
Skill in identifying, measuring and managing risks, developing reports and plans, and analyzing risk problems and defining and/or overseeing the implementation of the risk solutions that help optimize operations.  
Skill in business process knowledge, possesses a broad-based operational perspective and provides solutions for both insurance and non-insurance related business risk issues.  
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 15%

### **PREFERRED QUALIFICATIONS**

Advanced degree(s) in field related to risk management, insurance, or public administration  
Experience in purchasing/managing property and casualty insurance  
Experience working for a Texas state agency  
Experience directing a risk management program  
Experience using ISO 31000 framework and its processes to address risk issues

### **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\\_ProgramManagement.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER**