

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 21-0291

JOB TITLE: Risk Management Specialist II-III

MONTHLY SALARY: \$4,333.34-\$5,279.75

POSTING DATE: March 19, 2021

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

WORKING TITLE: Continuity of Operations Spec

DEPENDING ON QUALIFICATIONS

DURATION: Until Filled

GENERAL DESCRIPTION

The State Office of Risk Management (SORM) is looking for a service minded individual with experience in continuity of operations (COOP) to serve as an Enterprise Risk Specialist for Continuity Operations. This person will collaborate with internal and external stakeholders and facilitate the evolution of enterprise risk management with a specialty in COOP. This specialist serves as the continuity of operations planner for the Office and is responsible for overseeing the Continuity of Operations Program for the state of Texas. This person works closely with Office staff and provides consultative services to other state agencies on their COOP plans for compliance with Federal Emergency Management Agency (FEMA) and other relevant standards. This person will collaborate with SORM COOP staff to organize and lead the Statewide Continuity Council, providing a forum for other agency COOP coordinators to collaborate on plan development; testing, training, and exercises, including Homeland Security Exercise Evaluation Programs (HSEEP) compliant exercises; and updating relevant guidelines and resources.

ESSENTIAL JOB FUNCTIONS

Serves as State Office of Risk Management's (SORM) Continuity of Operations planner (Updates SORM's COOP Plan, conducts exercises, and trains internal staff on their roles and responsibilities in the agency plan)

Reviews and evaluates state agencies' Continuity of Operations (COOP) plans for compliance of Federal Emergency Management Agency (FEMA) and other applicable standards relating to Continuity of Operations

Conducts consultations with state agency representatives to assist them in developing and enhancing their COOP plans

Uses evaluation tools to ensure compliance of FEMA and other applicable standards relating to Continuity of Operations

Creates, maintains, and updates a continuity charter that defines the purpose, rules, deliverables, and goals of a Statewide Continuity Council

Conducts regular meetings with the Statewide Continuity Council

Conducts and/or facilitates internal and external training, as approved by the Executive Director, through workshops, webinars, and one-on-one discussions

Create tools and strategies to assist statewide COOP coordinators

Creates a customer-based interactive tools to facilitate COOP planning and maintenance

Develops online curricula

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

Risk Management Specialist II:

Education: Bachelor's degree from an accredited college or university. May substitute full-time continuity, planning, risk management, continuity operations planning or closely related experience for the required education on a year-for-year basis.

Experience: Two years full-time continuity, planning, risk management, continuity operations planning or closely related experience

Federal Emergency Management Agency (FEMA) Level I Professional Continuity Practitioner

Familiarity with the COOP program including state and federal laws, standards, and best practices

Proficiency in the use of computers, including the Microsoft Office program suite

Skilled at effective oral and written communication, including public speaking, and proficiency working with agency administrators

Skilled in interpreting complex rules and regulations

Skilled at handling multiple tasks, prioritizing work and meeting deadlines

Ability to work cooperatively with others in a professional office environment

Ability to receive and respond positively to constructive feedback

Ability to provide excellent customer service

Ability to arrange and conduct business-related travel

Ability to work more than 40-hours as needed, and in compliance with FLSA

Ability to lift and carry 30 lbs.

Ability to travel (including overnight travel) up to 20%

Risk Management Specialist III - All the above qualifications for Risk Management II, PLUS:

Experience: Two additional years full-time continuity, planning, risk management, continuity operations planning, or closely related experience

Federal Emergency Management Agency (FEMA) Level II Master Continuity Practitioner

PREFERRED QUALIFICATIONS

One or more of the following designations: Federal Emergency Management Agency (FEMA) Level I Professional Continuity Practitioner or Level II Master Continuity Practitioner, Certified Public Sector Continuity Professional, or related professional certification

Familiarity with ISO 31000 risk management framework

Experience: Four years general office experience

TRAVEL

20%

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