

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 21-0307

**JOB TITLE:** General Counsel II

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

**POSTING DATE:** April 1, 2021

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

**WORKING TITLE:** Director, Compliance Management

**DURATION:** Until Filled

### **GENERAL DESCRIPTION**

The State Office of Risk Management (SORM) is looking for a Director of Compliance Management who will report directly to the Chief of Legal Services. As the Director of Compliance Management, you will work collaboratively with the General Counsel, Compliance Officer, Contract Administrator, Litigation Management Director, and others on issues and projects pertaining to statutory missions; statutory reports; compliance requirements and responsibilities; administrative rules; internal standards, policies, and procedures; procurement and contracting obligations; and human resources. You will work together with General Counsel to provide assistance to program staff, governmental agencies, organizations, and the general public. You must have a comprehensive understanding of and familiarity with numerous areas of law and be up to date on changes to legislation and regulatory requirements. Before changes occur, you must ensure management is well-informed on changes that may affect operations. In this role, you must actively engage with core staff, directors, and executive management to ensure proposed courses of action are in compliance with legal requirements. You will have the opportunity to influence compliance through education and be involved with the creation of policies, procedures, and tools that facilitate compliance. You will be a key stakeholder in the implementation of a system to enhance compliance with statutory reporting deadlines and record retention requirements through automation. As the Director of Compliance Management, SORM expects you to be confident, driven, organized, and analytical. We are looking for someone who is customer-service oriented and values and promotes teamwork. We require a high degree of professionalism, effective written and verbal communication and relationship skills; exceptional ability to motivate, persuade, and influence others; excellent problem-solving skills; the ability to delegate responsibilities and prioritize duties; and knowledge of and/or experience with compliance and regulatory requirements in the public sphere. You may train, coordinate, and lead the workload of others.

### **ESSENTIAL JOB FUNCTIONS**

Works directly with General Counsel Executive Management, and internal staff to coordinate and formulate goals, objectives, and strategies for an agency-wide compliance mindset.

Works together with General Counsel to provide assistance to program staff, governmental agencies, organizations, and the general public.

Actively engages with core staff, directors, and executive management to breakdown communication barriers and subtly establish compliance agency-wide. Acts as a resource that staff can rely upon for compliance advice and guidance as well as assistance with addressing compliance issues. Provides advice on how/if a proposed course of action could/can be modified to avoid compliance issues.

Communicates with executive management on all compliance issues, including relevant developments and new rules and regulations. Provides updates and recommendations on legal issues affecting the agency.

Prepares, on behalf of the board and executive director, plans and procedures necessary to implement the purposes and objectives of Labor Code Chapter 412 and Chapter 501, including rules and proposals for administrative procedures.

Ensures compliance with the rules and policies of the Texas Register Section of the Office of the Secretary of State and Texas Government Code Chapter 2001 regarding administrative rules. Oversees internet access to the agency's rules and conducts periodic reviews of all rules.

Facilitates and oversees the agency's negotiated rulemaking process to ensure compliance with Texas Government Code Chapter 2008.

Oversees the development and revision of policies, procedures, and rules. Provides input into and monitors a program to ensure regular reviews and updates to policies, procedures, and rules.

Assists with identifying potential audit weaknesses that can/need to be addressed with updated policies and procedures.

Coordinates and manages internal and external audits and responds, with authorization, to regulatory inquiries. Prepares responses to audit reports for Executive Management and/or Board of Directors approval within 30 days of receiving a final report or the stated deadline, whichever is earlier.

Assists with preparation and submission of statutory reports to external offices. Enhances compliance with statutory reporting deadlines and record retention requirements through automation.

Analyzes and interprets laws, rulings, and regulations. Analyzes complex facts and applies applicable legal sources; formulates objective conclusions; makes recommendations on appropriate course of action; acknowledges alternative solutions; and pursues resolution.

Reviews proposed laws, rules, regulations, bills, and statutory amendments for potential effect on agency operations. Monitors court decisions that could potentially effect agency operations. Provides guidance to the agency on regulatory and legal changes.

Advises professional and administrative staff and affiliated agencies on legal matters and the interpretation, application, and enforcement of laws and related rules.

Maintains up-to-date knowledge of legal principles, practices, proceedings, and state agency laws, regulations, and rules necessary to perform essential job functions.

Coordinates and conducts surveys, inspections, or reviews to determine agency compliance with certification requirements, laws, regulations, policies, and procedures.

Drafts and reviews legal documents, bills, administrative rules, and amendments for legislative consideration.

Performs compliance reviews that are highly complex in nature or large in scale and/or oversees others who perform compliance reviews, including coordinating assignments and monitoring activities.

Establishes strategic management practices, evaluates existing processes, and implements process improvements.

Plans, develops, and approves schedules, priorities, and standards for compliance staff. Actively monitors staff performance and compliance with legal requirements.

Responsible for training, mentoring, and professional development of subordinate staff and workers' compensation adjusters.

Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.

Represents the agency in business meetings, hearings, trials, mediations, and other events.

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 an accredited law school with a Juris Doctor (J.D.) degree. Must be licensed as an attorney by the State of Texas. Must be a member in good standing with State Bar of Texas.

**Experience:** 3 years of general practice as an attorney.

**Experience:** 3 years of supervisory experience.

**Knowledge:** Familiarity with regulatory requirements applicable to state government entities; administrative rulemaking process; human resource and employment law; and procurement and contracting.

**Skill:** Identifying problems and reviewing related information to develop and evaluate options and implement solutions; in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in reconciling differences.

**Skill** in handling multiple tasks, prioritizing, and meeting deadlines.

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 prepare legal documents; to prepare policies and procedures; to conduct research; to interpret and apply laws; to summarize findings; to prepare cases for trial; to conduct hearings; to communicate effectively; and to train, coordinate, and lead the work of others.

Ability to direct programs and activities; establish program goals and objectives that support the strategic plan; and develop and evaluate policies and procedures.

Ability to coordinate multiple projects simultaneously; prioritize workloads and complete assigned tasks under tight deadlines; and handle stressful situations.

Ability to maintain effective working relationships within and outside the agency and work 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 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 5%

#### **PREFERRED QUALIFICATIONS**

More than 3 years of experience in the regulatory requirements applicable to state government entities; administrative rulemaking process; human resource and employment law; and procurement and contracting.

More than 3 years of supervisory experience with a State of Texas governmental entity.

Board certified in workers' compensation law, civil trial law, and/or administrative law.

#### **TRAVEL**

5%

#### **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.

**THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER**