

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 22-0524

JOB TITLE: Data Analyst III

MONTHLY SALARY: \$5,300.00-\$5,300.00

POSTING DATE: March 17, 2022

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

WORKING TITLE: Data Analyst

DEPENDING ON QUALIFICATIONS

DURATION: Until Filled

GENERAL DESCRIPTION

The State Office of Risk Management is looking for a talented and motivated Data Analyst to join our agency. The data analyst will provide accurate key reporting, analytical and research functions for the agency and will assist in discovering trends and anomalies so that the agency can make informed data driven decisions. They will analyze data related to medical costs, indemnity costs, and losses to ensure enterprise risks are being successfully mitigated. This individual will ensure data quality, validity, and integrity of the data throughout multiple system. The Data Analyst's functions will include trends and forecasts related to statewide and specific agency workers' compensation statistics and will alert the agency when data trends and forecasts indicate significant issues related to increased costs and/or risks. The Financial Management department is full of self-motivated and curious accounting government professionals, and we are hoping to add a like-minded individual to our team. This person will work closely with staff within the department as well as other internal and external stakeholders. You will join a collaborative team of accounting professionals where staff work together to support the operations of the department, the agency, and the state of Texas. SORM is a unique state agency. We serve the public by directly serving other state entities with their workers' compensation claims, insurance and risk management programs, and continuity of operations (COOP) plans. SORM's unique culture embraces communication, creativity, and critical thinking. We hire results-oriented, curious, innovative, and adaptable people with a strong desire to help our clients, and one another, succeed. SORM continually seeks to enhance the agency's expertise and service by hiring talented people whose aspirations align with the Office's vision. If you are a service-minded professional looking for the stability of state service, we would love to visit with you. As a state employee, you are automatically enrolled in the state's retirement plan, and are eligible for additional health insurance benefits.

ESSENTIAL JOB FUNCTIONS

Provides clear, accurate data analysis and reports to internal and external customers

Works with internal and external customers to identify reporting and analytical needs

Analyzes relevant data to provide trends, anomalies and forecast workers' compensation claims, losses and cost including indemnity and medical costs fluctuations

Analyzes worker's compensation data, losses, and costs comparing external agency statistics with statewide and national trends

Analyzes work loss data, claims data, statewide and agency wide to assist SORM to decrease work related injuries and improve claims outcomes

Assists in the collection, analysis, and reporting of financial and budget costs related to worker's compensation, risk assessments, and insurance policies

Provides data visualizations to internal and external customers

Works on process improvements regarding analyzing data for statistical use, identifying inconsistencies, and identifying significant differences in data

Interacts with users, subject matter experts, executive management, and/or outside entities in defining problems, understanding the agency's programs, and gathering information for reporting

Coordinates and collaborates with staff to develop necessary databases, data collection systems, and tools

Reviews and updates report data across multiple databases

Coordinates with staff and software-as-a-service vendor to create, update, and modify reports in the cloud-based Risk Management Information System

Develops and maintains interactive dashboards within the cloud-based Risk Management Information System

Explores opportunities for process automation to maximize efficiency and coordinates with departments to implement them

Ensures security and confidentiality of sensitive and/or protected information

Ensures data integrity across multiple platforms and multiple SORM departments.

Develops systems, processes, and procedures to collect and analyze data to ensure compliance with applicable statutes and rules

Facilitates constructive conversations using data driven analysis, recommendation, and conclusions

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

Experience: 3 years of experience using SQL to extract and mine data

Experience: 3 years of experience of compiling and organizing data and data visualization

Knowledge: Methodologies and techniques to analyze data sets and models

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in effective oral and written communication

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 5%

PREFERRED QUALIFICATIONS

Education: Bachelors' degree from an accredited college or university or equivalent; closely related experience to field may be substituted for the required education on a year-for-year basis

Experience: 5 years of experience using SQL to extract and mine data

Experience: 5 years of experience using a statistical software program

Experience: 5 years of experience of compiling and organizing data and data visualization

Experience: Using SAS and/or similar software to run queries, pull data and generate reports

Knowledge: Skill in the use of a computer and applicable software to run reports

Knowledge: Experienced knowledge in worker's compensation, insurance, and financial data

Knowledge: Worker's compensation rules, regulations, insurance regulations, financials, and risk frameworks

Knowledge: Skill in developing or maintaining interactive dashboards
Ability: To extract and mine data across various data bases / environments (internal and external)

TRAVEL

5%

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_PlanningResearchandStatistics.pdf.

THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER