

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 22-0561

JOB TITLE: Director III

MONTHLY SALARY: \$7,600.00

POSTING DATE: April 4, 2022

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

WORKING TITLE: Director, Litigation Management

DURATION: Until Filled

GENERAL DESCRIPTION

The State Office of Risk Management (SORM) is looking for a workers' compensation attorney to lead the Litigation Management department of the agency. As the Director of Litigation Management, you will collaborate with internal and external stakeholders to plan, coordinate, and oversee workers' compensation litigation as well as employment and labor litigation, and impact litigation. You will act as a liaison between SORM and the Office of the Attorney General to advocate on behalf of SORM before the Division of Workers Compensation, State Office of Administrative Hearings, Texas Workforce Commission, Department of Labor, EEOC, and courts. In this role, you will actively engage with core staff, directors, and executive leadership to identify client needs; provide advice and guidance; and ensure proposed courses of action are in compliance with legal requirements and align with strategic objectives. Transparency is key throughout the course of litigation, so regular communication with stakeholders and management is critical. As the Director of Litigation Management, you will supervise litigation operations to support the efficiencies of a well-structured team and ensure compliance with workers' compensation and other legal requirements. Much of your work will center around workers' compensation law, so you must have a comprehensive understanding of and familiarity with workers' compensation and labor and employment laws and be up-to-date on changes to legislation, regulatory requirements, and human resource issues. Leadership must be well-informed on changes, so communication is essential to ensure seamless agency operations. This position requires a high degree of professionalism; a strong work ethic with an inherent understanding of ethical duties; effective written and verbal communication skills; exceptional ability to motivate, persuade, and influence others; excellent problem-solving skills; and the ability to delegate responsibilities and prioritize duties. So, you must be confident, driven, organized, and analytical. This position requires an extensive knowledge of and experience with Texas workers' compensation laws. You may train, coordinate, and lead the workload of others. 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

Administers the daily operations and activities of the agency's strategic advocacy, including impact litigation

Advises professional and administrative staff and affiliated agencies on legal matters and the interpretation, application, and enforcement of the Texas Workers Compensation Act and related rules

Works directly with internal staff and the Attorney General's Office to coordinate and formulate strategies for successful representation before the Division of Workers Compensation, State Office of Administrative Hearings, Texas Workforce Commission, Department of Labor, EEOC, and courts

Identifies and consults with key personnel to analyze potential litigation and develop pre-litigation strategies

Responsible for and/or oversees case preparation and presentation in workers' compensation administrative hearings, benefit review conferences, contested case hearings, medical fee disputes, medical necessity disputes, court trials; appeals of workers' compensation decision, orders, and judgments; subrogation lien recovery; subsequent injury fund requests for reimbursement; and workers' compensation fraud investigations

Responsible for and/or oversees case preparation and presentation in labor and employment claims and appeals

Interviews clients and witnesses to obtain the facts of a case. May testify at hearings and trials

Represents the agency, as needed, in matters before Division of Workers Compensation, the State Office of Administrative Hearings, Texas Workforce Commission, Department of Labor, EEOC, and courts

Maintains detailed and up-to-date information on the status of workers' compensation disputes and litigation, analyzes dispute and litigation outcomes and trends, adjusts litigation strategies in response to outcomes and/or trends, and revises litigation-related policies and procedures as needed

Assists with and/or develops hearing schedules, priorities, and standards. Monitors compliance with deadlines and requirements in the Workers' Compensation Act and rules

Researches points of law involved in hearings to determine the validity and completeness of cases cited

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

Plans, develops, and approves schedules, priorities, and standards for hearing representatives. Monitors the performance of hearing representatives and ensures representatives are prepared for, attend, and handle workers' compensation conferences and hearings professionally and appropriately

Plans, develops, and approves schedules, priorities, and standards for litigation staff. Monitors staff performance to ensure deadlines are met and workers' compensation information exchanges comply with the Workers' Compensation Act and rules

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

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 of claims

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

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

Provides updates and recommendations to the Division Chief, Executive Management, and the Board on legal issues, including workers' compensation, affecting the agency

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

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

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 (JD) degree

Licensed as an attorney by the State of Texas

Member in good standing with State Bar of Texas

Experience: At least three years of experience in one or more of the following - workers' compensation, litigation, and supervision and/or management of staff

Knowledge: Familiarity with regulatory requirements applicable to state government entities; labor and employment law; the Texas Workers' Compensation Act, rules, regulations, Appeals Panel Decisions; and other areas of law respecting agency operations

Skill in 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

Experience: At least three years of experience in all of the following - workers' compensation, litigation, and supervision and/or management of staff

Experience: More than three years of supervisory experience with a State of Texas governmental entity

Experience: Two years or more experience with the Texas Workers' Compensation Act; legal field insurance and claim settlement; and/or administrative law.

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

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_ProgramManagement.pdf.

THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER