

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 22-0635

**JOB TITLE:** Attorney I

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

**POSTING DATE:** April 27, 2022

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

**WORKING TITLE:** Staff Attorney

**DURATION:** Until Filled

### **GENERAL DESCRIPTION**

The State Office of Risk Management (SORM) is looking for a Staff Attorney to join a collaborative team of legal professionals in the Compliance Management department. Your work will primarily focus on procurement and contracting to ensure compliance with applicable rules, laws, and the State of Texas Procurement and Contract Management Guide. Other responsibilities may include administrative rules, internal standards and policies, statutory reports, regulatory compliance, and assisting with the agency's litigation. You will engage with core staff, directors, and executive management to identify client needs, provide advice and guidance, and ensure proposed courses of action comply with legal requirements and align with the agency's strategic objectives. 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**

Reviews and analyzes changes in the law, regulations, rules, forms, and procedures that may impact business operations, compliance with legal requirements, or statutory missions.

Provides advice and guidance on legal matters and the interpretation of rules, regulations, and laws and ensures proposed courses of action comply with legal requirements and align with the agency's strategic objectives

Monitors legal and regulatory requirements pertaining to procurement and contracting to ensure compliance with applicable rules, laws, and the State of Texas Procurement and Contract Management Guide

Maintains detailed and up-to-date information on contracts and purchase orders, prepares and distributes contracting/procurement reports concerning the effectiveness and quality of goods/services being provided, and revises contract administration policies and procedures as needed

Develops specifications, solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications

May assist with negotiating contracts, contract renewals, and amendments

Monitors and documents contractor's progress and performance to ensure goods/services conform to the contract or purchase order requirements

Understands relevant contract provisions, communicates contractual obligations to all parties involved, and proactively identifies contractor performance issues and/or internal performance issues that affect efficiency and effectiveness of goods/services

Serves as a liaison with contract providers to ensure participation is consistent with program, legal, and fiscal requirements

May recommend changes to solicitation and contract boilerplate documents and other contract related documents

May draft memoranda on regulatory matters and administrative rules for the Texas Register

May research, draft, and/or assist in drafting bills and amendments for legislative consideration

May provide research for policy and process questions

May prepare and review proposals, administrative rules, statutory reports, legislation, and policies and procedures

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 Jurisdiction Doctor (JD) degree. Must be licensed as an attorney by the State of Texas. Must be a member in good standing with State Bar of Texas

Strong understanding of internal work processes and operational tools

Knowledge of applicable local, state, and federal laws and administrative rules and regulations relating to the agency

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in exercising sound judgment and effective decision making

Skill in legal research, writing and analysis

Skill in effective oral and written communication [Writing sample required at time of application]

Ability to prepare legal documents; conduct research; interpret and apply laws; summarize findings; and communicate effectively

Ability to work independently and with others as a team to devise solutions to agency issues/problems/challenges

Ability to obtain and maintain Certified Texas Contract Manager and Certified Texas Contract Developer designations

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**

Experience in Texas administrative law, Texas Register administrative rules, and/or labor and employment law

Certified Texas Contract Manager and/or Certified Texas Contract Developer

### **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