

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 22-1102

**JOB TITLE:** Director II

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

**POSTING DATE:** September 6, 2022

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

**WORKING TITLE:** Director of Compliance Management

**DEPENDING ON QUALIFICATIONS**

**DURATION:** Until Filled

### **GENERAL DESCRIPTION**

The State Office of Risk Management (SORM) is looking for a Director of Compliance Management 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 compliance responsibilities will include development and regular review of administrative rules and internal standards and policies; serving as an audit liaison; overseeing statutory reports, record retention requirements, and public information requests; and assisting with labor and employment law issues. The Director must engage with core staff, other directors, and executive leadership 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. Developing a global understanding of the agency's statutory missions and business processes is crucial to the success of this role. In addition, you must have a comprehensive understanding of and familiarity with numerous areas of law and be up-to-date on changes to legislation, regulatory requirements, procurement and contracting, and human resource issues. Before changes occur, the Director must ensure management is well-informed on changes that may affect operations. The Director should influence compliance through education and involvement in the creation of policies, procedures, and tools that facilitate compliance. 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; and excellent problem-solving skills. So, you must be confident, driven, organized, and analytical. This position may train, coordinate, and lead the workload of others. SORM is a diverse and inclusive 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 distinctive 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. Level of Complexity of State Classification: Highly Advanced Managerial Level of Supervision of State Classification: Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

### **ESSENTIAL JOB FUNCTIONS**

Function Description

Builds and increases knowledge base of the agency's statutory missions and the associated policies, procedures, and business processes to develop a global understanding of the agency Proactively assists others; provides compliance advice and guidance; and addresses compliance issues Diligently fulfills the responsibilities and expectations of the role to ensure legal resources are provided to others throughout a project or assignment Understands guidelines, procedures, rules, and regulations applicable to the agency; leads initiatives to implement compliance; and monitors compliance Monitors and analyzes potential and actual changes in the law, regulations, rules, forms, and procedures that may impact business operations, compliance with legal requirements, or statutory missions 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 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 the Office of the Attorney General Procurement Division and contracted providers to ensure vendor performance is consistent with program, legal, and fiscal requirements Maintains detailed and up-to-date information on contracts and purchase orders; prepares and distributes 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; identifies potential sources for goods or services; and oversees the evaluation of information supplied by bidders May assist with negotiating contracts, contract renewals, and amendments Coordinates and manages internal and external audits and responds, with authorization, to audit reports Develops, maintains, and revises policies and procedures to further agency objectives and goals. Manages the agency's regulatory complaint and inquiry process Prepares or oversees the preparation of statutory reports Researches, coordinates, drafts, and revises administrative rules Maintains up-to-date knowledge of legal principles, practices, proceedings, and state laws, regulations, and rules necessary to perform essential job functions Drafts legal documents and memoranda May represent the program area at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees May plan, assign, and supervise the work of others. Performs related work as assigned 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 Experience: At least two years of experience in one or more of the following – administrative law, labor and employment law, workers' compensation, and/or litigation 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 Knowledge: 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 long-range and short-range planning. Skill in providing customer service Skill in gathering and analyzing accurate and relevant information Skill in effective oral and written communication [Writing sample required at time of application and administered at the time of interview]

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 coordinate multiple projects simultaneously  
Ability to maintain effective working relationships within and outside the agency  
Ability to multitask while remaining detail-oriented  
Ability to identify problems, evaluate alternatives, and implement solutions  
Ability to develop and evaluate policies and procedures  
Ability to plan, assign, and supervise the work of others  
Ability to work more than 40 hours as needed and in compliance with the FLSA  
Ability to travel (including overnight travel) up to 5%

#### **PREFERRED QUALIFICATIONS**

At least three years of experience in contract management  
At least three years of experience in administrative law or Texas workers' compensation laws and rules  
At least three years of experience in labor and employment law or litigation  
Certified Texas Contract Manager or Certified Texas Contract Developer or other relevant designation(s)

#### **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. Military Crosswalk information can be accessed at [http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf).

**THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER**