

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 23-0202

**JOB TITLE:** Agency Liaison

**MONTHLY SALARY:** 5,543.75 - 5,543.75 (Monthly)

**POSTING DATE:** Oct 31, 2022

**LOCATION:** 300 WEST 15<sup>TH</sup> STREET, 6<sup>TH</sup> FLOOR, AUSTIN 78714

**WORKING TITLE:**

**DEPENDENT ON QUALIFICATIONS**

**DURATION:** UNTIL FILLED

### **GENERAL DESCRIPTION**

Enter a general description of the position in the blank space below. Do not restate the essential job functions.

Visit the State Auditor's Office website for information on state classifications. The State Office of Risk Management (Office) is diverse and inclusive state agency looking for an Agency Liaison to serve as a vital link between the agency and its constituency – the legislature, state entities, the media, and the public. In this role, you will act as the direct point of contact for the agency and establish and maintain relationships with all internal and external stakeholders. We are looking for someone who is knowledgeable on the mission areas of the Office (enterprise risk management, insurance services, continuity of operations, and workers' compensation), and can speak with expertise on behalf of the Office.

Excellent written and verbal communication skills are vital to this role as you will represent the Office when engaging with the Texas Legislature, Governor's Office, Legislative Budget Board, Texas Department of Insurance, and other entities. You will work with the Director of Agency Relations and executive management to develop a legislative agenda, coordinate schedules, prepare written testimony, and attend hearings. You will track, monitor, and research all legislation that could potentially impact agency missions and provide regular updates to executive leadership on any bills that may require action. You will also be responsible for drafting appropriate formal written responses to legislative and media inquiries with the highest level of discretion.

The Office'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. The Office continually seeks to enhance the agency's expertise and service by hiring talented people whose aspirations align with our 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.

This position reports directly to the Director of Agency Relations in the Executive Administration Division and works regularly with executive leadership.

### **ESSENTIAL JOB FUNCTIONS**

Establishes and maintain relationships between legislative, agency, and media contacts

Consults with leadership on the legislative action plan including funding initiatives and exceptional items

Monitors legislation that could impact the agency missions

Reviews and responds to inquiries about agency activities including updates on industry trends and events

Conducts research to ensure accuracy of materials produced by SORM as well as third party entities

Reviews, analyses and drafts recommendations for any changes, as needed, in the law or rules related to issues that would affect Texas state agencies as evidenced by direct observation of the Director of Agency Relations

Represents the Office before legislative hearings and meetings and prepares reports to the Director of Agency Relations and Leadership Council

Prepares reports on newly enacted laws and pending legislation that impacts state agencies

Coordinates responses to legislative inquiries, and reviews and edits legislative correspondence

Monitors standing and interim committee schedules and agendas and communicates relevant information to Leadership Council

Creates presentations and communicates with state agencies and the legislature regarding the agencies mission, services, and objectives

Provides accurate and informative to members of the press, legislative contacts, and other individuals regarding agency activities

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**

Please consult the State Auditor's website and/or with an HR Specialist for required minimum qualifications.

Education: Graduation from high school or equivalent Graduation from an accredited four-year college or university with major in a relevant field.

Experience and education may be substituted for one another.

Knowledge of the state legislature process and state governmental administration Skill in compiling, evaluating, and presenting legislative information

Skill in policy analysis and research

Skill in problem solving and negotiating

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 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

**SORM IS AN EQUAL OPPORTUNITY EMPLOYER**

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Experience working with state legislature, legislative staff, or research services

### **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.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Insurance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Insurance.pdf)

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