

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 23-0273

**JOB TITLE:** Enterprise Risk Specialist, Risk Management

**MONTHLY SALARY:** 5,294.75 - 5,566.33 (Monthly)

**POSTING DATE:** Nov 23, 2022

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

**WORKING TITLE:**

**DEPENDING ON QUALIFICATIONS**

**DURATION:** UNTIL FILLED

### **GENERAL DESCRIPTION**

The State Office of Risk Management (SORM) is a diverse and inclusive state agency looking for an experienced risk manager or risk management specialist who will assist state entities in establishing and maintaining comprehensive risk management programs. As an Enterprise Risk Specialist at SORM, you will assist state entities with identifying and managing risks at all levels of operations. You will work collaboratively with internal and external stakeholders to identify potential risks to people, resources, and mission-critical functions before a loss event occurs. Enterprise Risk Specialists act as representatives of the SORM Executive Director who serves as the State Risk Manager for the State of Texas. Responsibilities include traveling to state agency locations to provide On-Site Consultations (OSCs) and Risk Management Program Reviews (RMPPRs), writing comprehensive reports about site visits, and developing strategies for State of Texas entities to protect their employees, the public, and the state's physical and financial assets by reducing and controlling risk most efficiently and cost-effectively.

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**

Acts as a representative of the Office to fulfill statutory risk management obligations and meet performance measures

Assists state entities in establishing and maintaining comprehensive risk management programs

Assists in the implementation of risk management programs to mitigate entity losses

Provides guidance and direction to state entities to assist them in identifying, evaluating, and controlling risk and minimizing the adverse impact of loss

Provides service, resources, and expertise that are designed to help state entities make well-informed, proactive decisions on how to identify, mitigate, transfer, avoid or retain risk

Assists with identification and prioritization of risk so state entities can make meaningful quality improvements to prevent, control, and mitigate risks

Formulates risk prevention and control recommendations that state entities can implement to prevent or reduce claims and losses

Assists representatives of state agencies in accomplishing risk avoidance, prevention, reduction, retention, transfer, and safety assessment for state agencies' risk management programs

Conducts on-site consultations (OSCs) of state entity properties and facilities to identify hazards and risk exposures and provides written recommendations on risk prevention and control measures

Conducts risk management program reviews (RMPPRs) and presents risk management program reviews to state entity leadership.

Administers TERM guidelines adopted by the SORM Board of Directors for a comprehensive risk management program applicable to all state entities to reduce property and liability losses, including workers' compensation losses

Compares each state entity's risk management plan to the SORM TERM guidelines

Reviews, verifies, monitors, and approves risk management programs developed by state entities

Reviews and analyzes state entities' risk management policies and procedures

Reviews files, reports, and programs for compliance with applicable state and federal laws related to risk management and loss control programs

Provides technical and comprehensive reports, plans, and procedures for developing risk management program reviews and on-site consultations

Assesses risk exposures and develops action plans to mitigate the risks and monitors the effectiveness of those plans

Tracks the risk management recommendations that are given to a state entity to ensure the entity implements corrective action

Assesses state entities' actions regarding the implementation of SORM recommendations to control or correct conditions that could lead to employee injuries

Provides technical assistance, information, education, or training, and addresses specific exposures or losses

Presents tailored training to client agencies and internal staff on risk management topics

Ability to analyze the impact of plans and programs; to analyze risk management and loss control material; to analyze agency policies and programs for compliance with applicable state and federal statutes, standards, rules, and professional risk management guidelines; to make decisions to implement systems and programs; to coordinate risk management and safety programs; to communicate effectively, and to train others in the enterprise risk management process.

Cooperates with other oversight entities to implement viable loss controls, risk financing, continuity of operations, and workers' compensation administration programs for state entities

Performs related work as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with the agreed-upon work schedule

Travel overnight as required

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

**SORM IS AN EQUAL OPPORTUNITY EMPLOYER**

# State Office of Risk Management

## Job Announcement

### **MINIMUM QUALIFICATIONS**

Education: Graduation from high school or equivalent

Experience: Two years (full-time) in risk management, insurance, safety management, or a closely related area of specialization.

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in technical writing

Skill in interpreting complex rules and regulations

Skill in working effectively with a variety of customers

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

Skill in proper management of a client portfolio and building a rapport with state agencies

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 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 25%

Valid Texas driver's license with a good driving record [Applicants will be subject to a motor vehicle record report check]

Risk Management Specialist III – All of the above qualifications PLUS

One additional year of full-time experience in risk management, insurance, safety management, or a closely related area of specialization.

Risk Management Specialist IV – All of the above qualifications PLUS

One additional year of full-time experience in risk management, insurance, safety management, or a closely related area of specialization.

### **PREFERRED QUALIFICATIONS**

Graduation from an accredited four-year college or university in risk management, insurance, or a closely related field.

Experience in planning or operations of risk management, safety and health, property and casualty, business continuity, and/or workers' compensation programs

Associate in Risk Management (ARM), Certified Risk management specialist (CRM), Associate in Risk Management (ARM), Associate in Risk Management-Public Entity (ARM-P), Associate in Risk Management-Enterprise Risk Management (ARM-E), Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Property & Casualty Insurance License (General Lines P&C), Chartered Property Casualty Underwriter (CPCU), or related professional certification

### **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)

**SORM IS AN EQUAL OPPORTUNITY EMPLOYER**