

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 23-0582

**JOB TITLE:** Management Analyst III

**MONTHLY SALARY:** \$5833.34-\$5833.34

**POSTING DATE:** March 6, 2023

**LOCATION:** 300 WEST 15<sup>TH</sup> STREET, 6<sup>TH</sup> FLOOR, AUSTIN 78701

**WORKING TITLE:** Business Analyst

**DEPENDING ON QUALIFICATIONS**

**DURATION:** UNTIL FILLED

### **GENERAL DESCRIPTION**

The State Office of Risk Management is looking for a Business Analyst to engage with all operations of the agency by evaluating workflows, systems, policies, and procedures. This position is key to finding efficiencies in organizational management to help employees provide meaningful work. Your work is critical to discovering areas of improvement, finding best practices, and assisting in the implementation of new systems. We're looking for someone who enjoys engaging tinkering, problem solving, and finding unique solutions.

The Business Analyst performs advanced (senior-level) professional administrative and policy analysis work. You can expect each day to involve coordinating and implementing organizational studies and evaluations, reviewing systems and procedures, coordinating work simplification studies, and reviewing operations and procedures manuals to assist management in operating more efficiently and effectively. May supervises and mentors the work of others. This position works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

The successful candidate is also responsible for monitoring and evaluating work processes, on an ongoing basis, and for the development and implementation of the strategic plan to further SORM's key mission areas: continuity of operations (COOP), risk management, insurance services, and workers' compensation.

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 with the desire to work effectively and collaboratively with diverse colleagues and are 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 is eligible for remote work two days a week after 6 months of employment.

### **ESSENTIAL JOB FUNCTIONS**

Coordinates, plans, and directs organizational studies of work problems.

Advises in the development of new or modifies existing administrative program policies, procedures, goals, and objectives.

Develops solutions to organizational issues and concerns, develops organizational change strategies and plans, and/or conducts training for their implementation.

Designs, evaluates, and recommends changes to forms and reports.

Advises management on agency studies by identifying priorities and defining study scope, purpose, objectives, time frames, and resource requirements.

Interprets historical, current, and projected data to identify problems, causes, and areas for which procedural or system changes are indicated.

Reviews and evaluates new or improved business and management practices for application to agency programs or operations.

Reviews and evaluates recommendations for improvement and corrective action to standardize or improve organizational systems.

Reviews comprehensive technical records and reports that present and interpret data, identifies alternatives, and makes and justifies recommendations.

Evaluates agency functions and activities being considered for conversion to contract operations.

Evaluates industry developments and makes recommendations for possible agency application.

May plan, assign, and supervise the work of others.

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**

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Education: Graduation from an accredited four-year college or university with major course work in Business Administration, Marketing, Communications, or a related field. Additional related experience may be substituted for education on a year-by-year basis.

Working knowledge of training evaluation methods.

Knowledge of organizational development and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures; of methods and procedures analysis techniques; of work simplification methods; of forms and records design and control procedures; and of statistical analysis.

Knowledge of and skills/abilities in marketing and communication.

Knowledge of and skills/abilities in video and digital communications.

Skill in organization.

Skill in long-range and short-range planning.

Skill in the use of personal computers and applicable programs, applications, and systems.

Skill in providing customer service.

Skill in gathering and analyzing accurate and relevant information.

Ability to analyze problems, to recommend and present alternative solutions, to conduct studies, to develop and interpret policies and procedures, to implement policies and procedures, to prepare concise reports, to communicate effectively, and to train others

Ability to establish program goals and objectives that support the strategic plan.

Ability to coordinate multiple projects simultaneously.

Ability to maintain effective working relationships within and outside the agency.

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**

Master's Degree in Business Administration, Marketing, Communications, or related field from a regionally accredited university.

Demonstrated success with process improvement and metrics. Experience with development of training to facilitate process changes in an organization.

### **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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