

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 23-0732

**JOB TITLE:** Risk Management Specialist IV

**MONTHLY SALARY:** \$6250-\$6250

**POSTING DATE:** April 11, 2023

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

**WORKING TITLE:** Enterprise Risk Specialist, Insurance Services

**DEPENDING ON QUALIFICATIONS**

**DURATION:** UNTIL FILLED

### **GENERAL DESCRIPTION**

The State Office of Risk Management (SORM) is looking for a service-minded individual with experience in commercial insurance to serve as an Enterprise Risk Specialist on the SORM Insurance Team of Enterprise Risk. This person will assist state entities in establishing and maintaining comprehensive risk management insurance programs. As an Enterprise Risk Specialist at SORM, you serve as an authority on various commercial lines of insurance and 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 in addition to coordinating claims activities between the client and the insurer after 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.

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 SORM to fulfill statutory risk management obligations and meet performance measures

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

Conducts on-site consultations (OSCs) of properties and facilities to identify hazards, and risk exposures and provides recommendations for potential risk prevention, mitigation measures for loss control or risk transfer utilizing an insurance product.

Provides consultative insurance services to SORM's Enterprise Risk (ER) team and to state agency executives and their staff

Administers, reviews, and provides material for the Texas Enterprise Risk Management (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

Manages SORM-sponsored lines of insurance products to include renewals, claims handling, and customer/insurer relations

Advises state agencies on the feasibility of potential insurance coverage acquisitions

Conducts presentations on topics related to enterprise risk management and insurance

Provides training to internal and external staff through workshops, published articles, and other mediums

Meets with state agency representatives to assist them in risk identification, assessment, and to explore potential risk transfer strategies

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

Performs related work and other duties, as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with work schedule

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university in insurance, risk management, or closely related field; may substitute full-time experience in underwriting, planning, or operations of property and casualty insurance programs, risk management, or closely related experience

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

Experience underwriting, purchasing/managing commercial property, and casualty insurance

Experience in training and presenting information to audiences of varying sizes and levels of knowledge

Experience with setting up seminar training, working with multiple vendors, organizing content, and scheduling.

Knowledge of enterprise risk management, insurance policies, principles, and practices

Skill in handling multiple tasks, prioritizing, and meeting deadlines

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

Skill in presentation and training techniques

Skill to communicate ideas and instructions clearly and concisely

Skill in effective oral and written communication

Skill in interpreting complex rules and regulations

Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public

Skill in effective oral and written communication. Ability to read, write and communicate effectively in English [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 Microsoft Office environment (Outlook, Word, Excel, PowerPoint presentations, etc.)

Ability to receive and respond positively to constructive feedback

**SORM IS AN EQUAL OPPORTUNITY EMPLOYER**

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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 travel (including overnight travel) up to 25%

Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, lift and carry 30 lbs. and over, operate a motor vehicle

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

Licensed Insurance Agent, General Lines, in Texas [must obtain within 180 days of employment and maintain while in the position]

### **PREFERRED QUALIFICATIONS**

Experience working in state government with insurance service experience

Experience planning, designing, and implementing enterprise-wide insurance strategies

Associate in Risk Management (ARM), Certified Risk Manager (CRM), 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)