

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 00039258

JOB TITLE: Executive Director

MONTHLY SALARY: \$159,573.96

POSTING DATE: 08/07/2025

LOCATION: 300 WEST 15TH STREET, 6TH FLOOR, AUSTIN 78714

WORKING TITLE: Executive Director

DEPENDING ON QUALIFICATIONS

DURATION: UNTIL FILLED

GENERAL DESCRIPTION

The Executive Director is the chief executive officer and administrative head of the State Office of Risk Management, responsible for administering the state's risk management and insurance programs, state employee workers' compensation program, and statewide continuity of operations. The Executive Director reports to the Board of Directors and is responsible on a daily basis for the Office's consistent achievement of its mission and financial objectives, including but not limited to overseeing all aspects of financial and program management, strategic planning, staff leadership, policy development, human resource management, fiscal management, management of activities related to statutory duties of the Board, and performing any other duties as assigned. Specific duties are set forth in Section 412.041, Texas Labor Code.

Position requires annual personal financial disclosure pursuant to Chapter 572, Texas Government Code.

*Effective September 1, 2025, the Board may take action in an open meeting to increase the chosen candidate's salary to \$166,887, which does not exceed the amount indicated in the Office's "Schedule of Exempt Positions" in SB 1, General Appropriations Act, 89th Leg. R.S. (2025).

Level of Complexity of State Classification: Highly Advanced Managerial

Level of Supervision of State Classification: Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

Serves as the state risk manager and the administrator of the government employees workers' compensation insurance program.

Directs the day-to-day operations of the agency and supervises the development and administration of systems to identify property and liability exposures and losses, identify administrative costs of risk management, and reduce property and liability losses.

Secures and provides for services that are necessary and employs and compensates within available appropriations professional consultants, technical assistants, and employees on a full-time and/or part-time basis as necessary to accomplish the objectives of the Board, delegating powers and duties to members of staff as required.

Develops and maintains all risk management/insurance related procedures, standards, and policies as set forth in statute and rules on a continuing basis.

Oversees the development and implementation of proposals for the procurement and renewal of insurance coverage, partner/broker, third party administrator, and other services necessary to deliver risk management programs to state agencies.

Designs and implements solutions, through collaborative relationships with agency stakeholders to address the unique risks posed by various university programs and activities.

Develops information about the incidence and cost of risk and insurance to the state for use by leadership in decision making.

Prepares and recommends Board plans and procedures necessary to implement the purposes and objectives of relevant law, including rules and proposals for administrative procedures.

Prepares procedural rules for adoption by the Board and prescribes forms necessary for the effective administration of agency programs, and reasonable rules for the prevention of accidents and injuries.

Handles correspondence of the Board and obtains, assembles, and prepares the reports and information that the Board may direct or authorize, including reporting data and information on agency activities to the Governor and legislature.

Serves as custodian of files and records of the Board, attends all meetings of the Board as a nonvoting participant, and keeps full and accurate minutes of transactions and proceedings of the Board.

Confers with Board members, legislative members and staff, and internal and external agency officials and staff to discuss issues, coordinate activities, and resolve problems, anticipating customer needs to facilitate appropriate solutions, develop and maintains effective working relationships, and handle complaints.

Provides information and advice to state agencies and the general public regarding agency activities and responsibilities.

Ensures that the agency adheres to agency goals, objectives, and strategies.

Identifies and manages strategic risks.

Plans, assigns, and supervises the work of others.

Complies with all agency policies and procedures, including but not limited to applicable security and safety rules, regulations, and standards.

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

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MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in a field relevant to the position. (Experience and education may be substituted for one another.)

Minimum of five-years demonstrated experience in the fields of insurance/insurance regulation, workers' compensation, risk management/risk management administration, continuity of operations, and/or other related fields. (Experience and education may be substituted for one another.)

Demonstrated experience in policy administration, leadership, and management ability in a complex organization

Proven ability in successfully developing staff, with the ability to manage a diverse work force

Knowledge of local, state, and federal laws and regulations; of business and management principles involved in strategic planning, resource allocation, and leadership techniques; of accounting, budgeting and financial principles; and of the principles and practices of public administration and management

Exceptional skill in effective oral and written communication.

Skill in exercising sound judgment and effective decision making

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to direct the development and implementation of agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings; to communicate effectively; and to plan, assign, and supervise the work of others

Ability to develop a culture that empowers staff to build an institutional risk management competency

Ability to maintain confidence and protect operations by keeping information confidential

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to challenge existing convention and the status quo

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 25%

PREFERRED QUALIFICATIONS

Graduate level or terminal degree from an accredited college or university in a field relevant to the position

Five to seven years of federal, state, or local government employment

Three to five years' experience working in a management capacity

Advanced training in leadership or management

Experience with risk management, insurance, claims, continuity, and other relevant disciplines

Experience with insurance captives, risk retention groups, purchasing groups, or risk pools

Experience with property re-insurance placements

Experience with medical networks

Experience with medical cost containment

Experience with state budgeting

Relevant professional certifications or licensures

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through 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: Andrew Velasquez, 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

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