

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 26-0204

JOB TITLE: General Counsel IV

MONTHLY SALARY: \$13,750.00

POSTING DATE: 12/18/2025

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

WORKING TITLE: General Counsel and Division Chief

DEPENDING ON QUALIFICATIONS

DURATION: UNTIL FILLED

GENERAL DESCRIPTION

The State Office of Risk Management's core missions are customer service oriented. We administer the workers' compensation program, insurance and risk management programs, and continuity of operations program for other state entities

SORM is looking for a General Counsel to interpret laws and regulations, prepare legal documents, and provide well-researched, accurate legal advice on a wide range of topics, including but not limited to, the Open Meetings Act, Public Information Act, Legislative budget cycle, performance measures, administrative law, workers' compensation, and labor and employment. Other responsibilities include administrative rules, internal governance standards and policies, statutory reports, regulatory compliance, contracting and procurement, records management, and litigation.

This position also serves as the Division Chief for Legal Services. Those responsibilities include creating and implementing policies and procedures for efficient and effective business operations; establishing priorities, standards, and measurement tools; setting customer service standards for statutory services; and developing and maintaining performance expectations.

You will engage with core staff, directors, and executive management to identify client needs, provide legal advice and guidance, and ensure proposed courses of action comply with legal requirements and align with the agency's strategic objectives. The Chief serves as an internal and external resource who works collaboratively with a wide variety of staff, stakeholders, and officials. Transparency is key so regular communication with stakeholders and management is critical.

Level of Complexity of State Classification: Highly Advanced Managerial

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

ESSENTIAL JOB FUNCTIONS

Develops a global understanding of the agency's core missions, the interrelationship between those missions, and a strong working knowledge of the day-to-day operations of each department in the agency.

Provides expert advice and guidance on legal matters and the interpretation and/or application of rules, statutes, regulations, case law, administrative decisions, regulatory opinions, and legislation to ensure courses of action comply with legal requirements and align with the agency's strategic objectives.

Uses a common-sense approach to analyze, evaluate and summarize legal issues and findings; presents legal issues, findings and recommendations in a clear, concise, and easily understood manner to agency personnel and other individuals; develops creative and innovative solutions to legal questions; and interacts tactfully and effectively with internal and external customers.

Exhibits skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions; in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in reconciling differences.

Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency. May participate in management discussions on strategy and policy.

Serves as a management resource for labor and employment law issues such as the Family Medical Leave Act, the Americans with Disabilities Act; overtime; discrimination; and unemployment.

Operates as a member of the agency's executive team; advises the Executive Director on matters affecting the agency's statutory missions.

Attends various meetings on behalf of the agency and its governing body. Testifies at hearings (including legislative hearings) and trials.

Represents the agency in matters involving litigation; act as a liaison between SORM and the Office of the Attorney General; and/or prepare responses to labor and employment law complaints or proceedings.

May advocate on behalf of SORM before the Division of Workers' Compensation, State Office of Administrative Hearings, Texas Workforce Commission, Department of Labor, EEOC, and/or courts. Ensures confidential and sensitive information is properly maintained.

Assists in the preparation and monitoring of the Strategic Plan, Biennial Report to the Legislature, Sunset Self-Evaluation Report; management responses to audit recommendations and other required statutory reports.

Stays up-to-date on legal principles, practices, proceedings, and state laws, regulations, and rules as well as changes and proposed changes that affect the agency's operations.

Reviews and analyzes changes in the law, regulations, rules, forms, and procedures for potential effect on agency operations, workers' compensation claims handling, compliance with legal requirements, or statutory missions.

Advises and provides guidance to the agency on pending hearings and cases, bills and laws affecting the agency, open government regulations, ethical considerations, sensitive legal matters, the Workers' Compensation Act, and other regulatory and legal changes.

Monitors, reviews, and analyzes legislation in advance of, and during, the legislative session. May draft bills, fiscal notes and memoranda on legislative and regulatory matters.

Directs the day-to-day operations of the Legal Services Division and supervises the development and administration of systems to efficiently and effectively comply with provide workers' compensation claims administration and risk management, insurance, and continuity of operations services to client entities

Responsible for and/or assists with the preparation, negotiation, revision, and/or approval of contract specifications, solicitations, contracts, purchase orders, interagency contracts, memorandums of understanding, agreements for medical services, and similar contractual matters.

Monitors legal and regulatory requirements pertaining to procurement and contracting to ensure compliance with applicable rules, laws, and the State of Texas Procurement and Contract Management Guide

SORM IS AN EQUAL OPPORTUNITY EMPLOYER

State Office of Risk Management

Job Announcement

Develops familiarity with and maintains detailed knowledge of the agency's contracts and purchase orders. Understands relevant contract provisions, communicates contractual obligations to all parties involved, and proactively identifies contractor performance issues and/or internal performance issues that affect the efficiency and/or effectiveness of goods/services.

Recommends, drafts, reviews and revises administrative rules for publication in the Texas Register and agency policies and procedures.

Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the agency, while upholding the agency's core values.

May train others and advise staff on general legal matters and the interpretation, application, and enforcement of the Texas Workers Compensation Act and related rules.

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

Education: Graduation from an accredited law school with a Jurisdiction Doctor (JD) degree. Must be licensed as an attorney by the State of Texas. Must be a member in good standing with State Bar of Texas.

Minimum of five years of full-time experience in the practice of law. *Law clerk experience can be counted toward the legal experience.

Knowledge of legal principles, practices, and proceedings; state and federal laws, regulations, and rules; legal codes, court procedures, precedents, executive orders, agency rules, and the democratic political process.

Knowledge of fundamentals of contract law, government law, and Texas state agency contracting and procurement.

Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions; in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in reconciling differences.

Skill in handling multiple tasks, prioritizing, and meeting deadlines.

Skill in exercising sound judgment and effective decision making.

Skill in legal research and analysis.

Skill in effective oral and written communication [Writing sample required at time of interview]

Skills in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Ability to draft and/or oversee legal documents, to prepare policies and procedures, to conduct research, to interpret and apply laws, to summarize findings, to prepare cases for trial, to conduct hearings, and to communicate effectively.

Ability to work independently and with others as a team to devise solutions to agency issues/problems/challenges.

Ability to formulate, coordinate, and establish policies and procedures, and to supervise the work of others.

Ability to work cooperatively with others in a professional office environment.

Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.

Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.

Ability to interpret policies, procedures, and regulations.

Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.

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

At least three years of experience in one or more of the following areas - Texas workers' compensation laws and rules; administrative law; litigation; Open Meetings; the Public Information Act; state contracting and procurements; labor and employment law, Texas Legislative process; corporate law, or enterprise risk management law.

Prior experience working with other state agencies, including the Texas Legislature; Legislative Budget Board; Department of Information; Legislative Council; Sunset Commission; and State Comptroller of Public Accounts.

Experience in providing strategic recommendations to senior management.

Experience in managing teams and overseeing legal operations.

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: Elaina Middleton, 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

SORM IS AN EQUAL OPPORTUNITY EMPLOYER