

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 26-0255

**JOB TITLE:** Risk Management Specialist III

**MONTHLY SALARY:** \$5,521.20

**POSTING DATE:** 01/30/2026

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

**WORKING TITLE:** Risk Management Specialist

**DEPENDENT ON QUALIFICATIONS**

**DURATION:** UNTIL FILLED

### **GENERAL DESCRIPTION**

The State Office of Risk Management (SORM) is looking for an experienced risk management specialist who will assist state entities in establishing and maintaining comprehensive risk management programs. As a Risk Management 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. Risk Management 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 Consultation Visits (CVs) 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'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.

As a state employee, you are automatically enrolled in the state's retirement plan and are eligible for additional health insurance benefits.

Level of Complexity of State Classification: Complex

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

### **ESSENTIAL JOB FUNCTIONS**

- Assists state entities in establishing and maintaining comprehensive risk management programs
- Conducts on-site inspections of properties and facilities to identify hazards and risk exposures
- Conducts risk management program reviews to identify hazards and risk exposures
- Collaborate with state agency risk managers in implementing risk treatments, including risk acceptance, avoidance, mitigation, prevention, and transfer.
- Evaluates risk management policies and procedures for conformance to industry best practices and standards
- Ability to prepare and present tailored training to client agencies and internal staff on risk management topics
- Reviews documentation, reports, and programs for compliance with applicable state and federal laws related to risk management and loss control programs
- Analyzes accident and damage loss data, formulates risk control recommendations, and assists state agency risk managers in implementing programs to reduce losses
- Develops risk management strategies and assesses their effectiveness
- 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
- Travels overnight as required for consultative services and training
- Ensures security and confidentiality of sensitive and protected information
- Complies with all agency policies and procedures, including those pertaining to ethics and integrity

### **MINIMUM QUALIFICATIONS**

Education: Graduation from high school or equivalent

Education: Graduation from an accredited four-year college or university with a degree in risk management or a closely related field; may substitute full-time risk management experience for the required education on a year-for-year basis

Experience: Three years of full-time risk management experience

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

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 build relationships and rapport with internal and external stakeholders

Ability to work more than 40 hours as needed, and in compliance with the FLSA

Ability to stand or walk for extended periods of time

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}

**SORM IS AN EQUAL OPPORTUNITY EMPLOYER**

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### **PREFERRED QUALIFICATIONS**

Graduation from an accredited four-year college or university in risk management, insurance, or 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 Manager (CRM), Associate in Insurance (AINS), 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: 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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Insurance.pdf)

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