



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 23-27</b>		
<b>Business Title: Risk Management Specialist</b>	<b>State Classification: Risk Management Specialist I</b>	
<b>Salary Group: B15</b>	<b>Salary: \$3,000.00 (month) \$36,000.00 (year)</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri.</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 12/27/2022</b>	<b>FLSA Status: Exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: Chief Operations</b>		<b>Program: Risk Management and Security</b>

**Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).**

Must be able to work flexible hours during a legislative session and as needed.

**JOB SUMMARY:**

Performs routine (journey-level) assistance work in the agency’s Safety and Risk Management program. Work involves conducting reviews and examinations of a broad range of safety and security, loss, liability, or risk exposures. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Assists in the development and implementation of the agency’s safety and risk management loss control programs and guidelines.
- Reviews files, reports, and programs for compliance with applicable state and federal laws related to safety, security and risk management.
- Conducts risk management program reviews and safety program evaluations; may conduct presentations on safety and risk management programs.
- Conducts on-site inspections of properties and facilities to identify hazards and risk exposures.
- Conducts on site security officer inspections.
- Consults with other risk management representatives to identify loss exposures.
- Prepares technical and comprehensive reports, plans, and procedures for developing safety and risk management programs, reviews, and inspections.
- Assists in accomplishing loss avoidance, loss prevention, reduction, retention, transfer, and control assessment for risk management programs.
- Assists in the review of accident, damage, or loss claims notification procedures; claims investigation and analysis procedures; loss control procedures; and risk financing procedures.
- Assists in the review of loss and exposure data.
- Serves as one of the agency’s workers’ compensation claims coordinators.
- Processes and distributes security access cards and identification badges utilizing multiple systems.
- Maintains security access levels.
- Programs access cards for activation and/or deactivation.
- Maintains key inventory and is responsible for the assignment of keys to agency facilities.
- Lead in the development and implementation of emergency management plans for recovery decision making, communications, and continuity of critical processes to ensure continuity of operations and governance principles.
- Reviews and evaluates risk assessment, business impact analysis plans and planning proposals, and materials; assists in the development and implementation of business continuity plans and procedures
- Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with major course work in business management, public administration, risk management, insurance, occupational safety, or a related field.



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- One (1) year of experience in risk management, public safety, security, safety program administration or a related field.
- Education and experience may be substituted for one another on a year-for-year basis.
- Hazardous materials training preferred.
- Education and/or experience in anti-terrorism protection, building physical security assessments, criminal investigations and report-writing preferred
- Experience in code enforcement and statutory compliance in relation to real property preferred. Intermediate or higher certification in code enforcement preferred.
- Experience in the investigation and assessment of unsafe building conditions, fire and health issues preferred.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of safety and risk management concepts and techniques.
- Knowledge of loss control management.
- Knowledge of workers' compensation claims management.
- Knowledge of statutes and codes, civil and criminal, relating especially to real estate.
- Skill in customer service.
- Skill in gathering and analyzing accurate and relevant information.
- Skill in the use of a personal computer and applicable programs, applications and systems.
- Ability to maintain effective working relationships within and outside the agency with persons of all levels of skill and education.
- Skill in report writing.
- Ability to identify problems, evaluates alternatives, and recommends effective solutions.
- Ability to evaluate risk management and loss control data and material.
- Ability to analyze agency policies and programs for compliance with applicable state and federal statutes, standards, rules, and professional risk management guidelines.
- Ability to communicate effectively, both orally and in writing.

### **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This classification normally functions in a standard office environment, but may be exposed to dangerous environments while visiting various agency work locations or when responding to crisis situations.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 38B Civil Affairs Specialist, 38A Civil Affairs, AB Aviation Boatswain's Mate, 711X CWO-Boatswain, Surface (Warrant), 100 Boatswains' Mate, 010 Boatswain (Warrant) 5814 Physical Security Specialist, 5702 Chemical, Biological, Radiological and Nuclear (CBRN) Defense Officer (Warrant), 1S0X1 Safety, 30C0 Support Commander, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Safety.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Safety.pdf)

**Incomplete applications will not be considered.**

### **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433



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As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number: 15753476**

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