



Texas Department of Housing & Community Affairs  
221 E. 11<sup>th</sup> Street, Suite 106  
Austin, TX 78701  
(512) 475-3800  
Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

## Employment Announcement

### Risk Management Officer in the Financial Administration Division

<b>Job Posting Number:</b> 18-008	<b>State Classification:</b> Risk Management Specialist II
<b>Division:</b> Financial Administration	<b>Posting Date:</b> August 3, 2017
<b>Department:</b> Purchasing / Staff Services	<b>Application Deadline:</b> Open Until Closed By Division
<b>Established Work Hours:</b> 8:00 A.M. – 5:00 P.M.	<b>Date Available:</b> Earliest start date for this position is September 1, 2017
<b>Starting Salary:</b> \$4,250.00 - \$4,500.00 / mo.	<b>Duration:</b> Full Time
<b>Number of Openings:</b> 1	<b>Location:</b> Austin, Texas

#### GENERAL DESCRIPTION

Performs moderately complex (journey-level) risk management work. Work involves developing, implementing, and maintaining agency risk management programs and conducting risk management reviews. Assists with other duties within the Staff Services section including inventory, building issues, mail, and copy services. Works under general supervision with limited latitude for the use of initiative and independent judgment.

#### SPECIFIC JOB FUNCTIONS

- Develops, implements, and maintains risk management loss control programs and guidelines.
- Responsible for the Department's Continuity of Operations Plan (COOP).
- Reviews files, reports, and programs for compliance with applicable state and federal laws relating to risk management and loss control.
- Reviews accident, damage, or loss claims procedures; claims investigation and analysis procedures; loss control procedures; and risk financial procedures to determine if they are within accepted risk management principals and techniques.
- Consults and coordinates with other agency risk management representatives to identify loss exposures.
- Conducts risk management program reviews and coordinates safety program evaluations, assisting and coordinating with the Safety Officer.
- Oversees and assists staff in accomplishing loss avoidance, prevention, reduction, retention, transfer, and control assessment for risk management programs.
- Oversees and conducts on-site inspections of properties and facilities to identify hazards and risk exposures to detect the need for changes and improvements.
- Assists with inventory, building issues, mail, copy, shipping, and delivery services.
- Assists in planning and coordination of staff relocation projects and facility moves.
- Inspects jobs in progress, observing work performance for quality and conformance with specifications.
- Prepares complex correspondence for reporting and communication with other agencies.



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- Trains employees on risk management as well as conducts mock disaster tests as required.
- Performs related work as assigned.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its effect in the Financial Administration Division, including performing risk assessments of the Purchasing/Staff Service's high impact processes and identifying and communicating controls to mitigate unacceptable risks.

#### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Experience in risk management, loss control, and Continuity of Operations Plans.
- Graduation from an accredited four-year college or university with a major course work in public or business administration, risk management, insurance, occupational safety, or a related field.
- Risk management certification is generally preferred.
- Experience and education may be substituted for one another.

#### FACTORS

##### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of risk management; training and presentation techniques; workers compensation and safety program management; risk management concepts and techniques.
- Knowledge of business practices and processes, organization, administrative support.
- Ability to analyze plans and programs; to analyze risk management and loss control material; to analyze agency policies and programs for compliance with applicable state and federal statutes, standard, rules and professional risk management guidelines.
- Ability to use office machines and mail room equipment.
- Ability to use Work, Excel, Microsoft Publisher, and Visio software applications.

##### PHYSICAL REQUIREMENTS:

- Ability to lift 50 pounds and push loaded carts of mail/supplies.
- Ability to stand for long periods of time.

##### OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

**Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.**

#### TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at [www.WorkInTexas.com](http://www.WorkInTexas.com).

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**



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It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

**Resumes will not be accepted in lieu of your online application.**

#### **ADDITIONAL INFORMATION**

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs.

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.