

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 23-0491

**JOB TITLE:** Attorney I

**MONTHLY SALARY:** \$5833.34-\$5833.34

**POSTING DATE:** February 6, 2023

**LOCATION:** 300 WEST 15<sup>TH</sup> STREET, 6<sup>TH</sup> FLOOR, AUSTIN 78701

**WORKING TITLE:** Staff Attorney

**DEPENDING ON QUALIFICATIONS**

**DURATION:** UNTIL FILLED

### **GENERAL DESCRIPTION**

The State Office of Risk Management (SORM) is looking for a Staff Attorney to join a collaborative team of legal professionals in the Legal Management department. In this role, you will engage with core staff, directors, and executive management to identify client needs, provide advice and guidance, and ensure proposed courses of action comply with legal requirements and align with the agency's strategic objectives.

You will advocate on behalf of SORM before the Division of Workers' Compensation, State Office of Administrative Hearings, Texas Workforce Commission, Department of Labor, EEOC, and courts. Much of your work will center around workers' compensation and labor and employment law. You will act as a liaison between SORM and the Office of the Attorney General and other external entities. Transparency is key throughout the course of litigation, so regular communication with stakeholders and management is critical.

SORM is a unique state agency. We serve the public by directly serving other state entities with their workers' compensation claims, insurance and risk management programs, and continuity of operations (COOP) plans. SORM's unique culture embraces communication, creativity, and critical thinking. We hire results-oriented, curious, innovative, and adaptable people with a strong desire to help our clients, and one another, succeed. SORM continually seeks to enhance the agency's expertise and service by hiring talented people whose aspirations align with the Office's vision. If you are a service-minded professional looking for the stability of state service, we would love to visit with you.

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

### **ESSENTIAL JOB FUNCTIONS**

Responsible for and/or oversees case preparation and presentation in workers' compensation administrative hearings, benefit review conferences, contested case hearings, medical fee disputes, medical necessity disputes, court trials; appeals of workers' compensation decision, orders, and judgments; subrogation lien recovery; subsequent injury fund requests for reimbursement; and workers' compensation fraud investigations

Responsible for and/or oversees case preparation and presentation in labor and employment claims and appeals

Represents the agency, as needed, in matters before Division of Workers' Compensation, the State Office of Administrative Hearings, Texas Workforce Commission, Department of Labor, EEOC, and courts. Works directly with internal staff and the Attorney General's Office to coordinate and formulate strategies for successful representation

Maintains detailed and up-to-date information on the status of workers' compensation disputes and litigation, analyzes dispute and litigation outcomes and trends, adjusts litigation strategies in response to outcomes and/or trends, and revises litigation-related policies and procedures as needed

Assists with and/or develops hearing schedules, priorities, and standards. May monitor compliance with deadlines and requirements in the Workers'

Compensation Act and rules

Performs legal analyses on applicable statutes, case law, opinions, rules, and regulations. Stays up-to-date on changes to legislation, regulatory requirements, and human resource issues

Advises professional and administrative staff on general legal matters and the interpretation, application, and enforcement of the Texas Workers Compensation Act and related rules

Reviews proposed laws, rules, regulations, bills, and statutory amendments for potential effect on agency operations and/or workers' compensation claims handling. Monitors court decisions that could potentially effect workers' compensation claims handling. Provides guidance to the agency on regulatory and legal changes

May prepare and review proposals, administrative rules, statutory reports, legislation, and policies and procedures

May research, draft, and/or assist in drafting bills and amendments for legislative consideration

May draft memoranda on regulatory matters and administrative rules for the Texas Register

May monitor 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

May serve as a liaison with contract providers to ensure participation is consistent with program, legal, and fiscal requirements

May develop specifications, solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications

May assist with negotiating contracts, contract renewals, and amendments

Maintains up-to-date knowledge of legal principles, practices, proceedings, and state laws, regulations, and rules necessary to perform essential job functions

Conveys complex information in a manner that is easy for the reader to understand

May assign and supervise the work of others

Performs related work as assigned

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**

**SORM IS AN EQUAL OPPORTUNITY EMPLOYER**

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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

Knowledge: Familiarity with regulatory requirements applicable to state government entities; labor and employment law; and/or the Texas Workers' Compensation Act, rules, regulations, and Appeals Panel Decisions

Knowledge of applicable local, state, and federal laws and administrative rules and regulations relating to the agency

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in exercising sound judgment and effective decision making

Skill in legal research, writing and analysis

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

Ability to prepare legal documents; conduct research; interpret and apply laws; summarize findings; prepare cases for trial; conduct hearings; and communicate effectively

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

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 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 two years of experience in one or more of the following - workers' compensation, litigation, and/or administrative law

### **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:

Linda Griffin, 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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