

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

JOB VACANCY NOTICE

Opening Date: Immediately	Posting number: SML-370	Military Specialty Codes:
Number of Openings: 1	Duration of Job: Regular Full time	Army- 37F, 11A, 37A, 46A
Classification: Exempt	Group/Class #: B22/1864 or B24/1866	Navy- IS, 165X Marine- 8016
Closing Date: Until Filled	Salary*: B22 \$4,301 min - \$7,040 max	Coast Guard- YN, INF,SEI13
Location: Austin (Remote work possible)	B24 \$4,917 min- \$8,606 max *Commensurate with qualifications and experience	Airforce- 3N090,14FX,35PX

Benefits Offered: Comprehensive healthcare options, State of Texas retirement plan, paid vacation/holidays, Employee Assistance Program, Training/Employee Development Program, and more.

Additional information on the SAO Military Crosswalk is available here:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf

JOB TITLE: Management Analyst III/IV

JOB DESCRIPTION: Under the direction of executive management, the management analyst performs highly advanced (senior-level) professional administrative and policy analysis work. Work involves overseeing and evaluating systems and procedures, analyzing, and making recommendations regarding processes and procedures to assist management in operating more efficiently and effectively. This position may plan, assign, coordinate and supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- ◆ Develops new or modifies existing administrative and program operational policies, procedures, goals, and objectives.
- ◆ Develops solutions to organizational issues and concerns, develops organizational change strategies and plans, and/or conducts training for their implementation.
- ◆ Designs, evaluates, recommends, and approves changes to forms and reports.
- ◆ Advises management on agency studies by identifying priorities and defining study scope, purpose, objectives, time frames, and resource requirements.
- ◆ Interprets historical, current, and projected data to identify problems, causes, and areas for which procedural or system changes are indicated.
- ◆ Reviews and evaluates new or improved business and management practices for application to agency operations.
- ◆ Reviews and evaluates recommendations for improvement and corrective action to standardize or improve organizational systems.
- ◆ Develops and reviews comprehensive reports that present and interpret data, identifies alternatives, and makes and justifies recommendations.
- ◆ Evaluates industry developments and makes recommendations for possible agency application.
- ◆ Performs other duties as assigned. Keeps manager informed as required or as necessary.
- ◆ May plan, assign, and/or supervise the work of others.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Graduation from an accredited four-year college or university with major coursework in business administration or related field.
- ◆ Experience in quality assurance review of documents and reports.

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- ◆ Experience in interpreting policies, procedures, rules, regulations, or standards to others.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of organizational development and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures; of methods and procedures analysis techniques; of work simplification methods; of forms and records design and control procedures; and of statistical analysis.
- ◆ Advanced skill in the use of office equipment.
- ◆ Ability to evaluate problems; to develop alternative solutions; to oversee studies; to develop and interpret policies and procedures; to design programs or training; to implement policies and procedures; to prepare concise reports; to communicate effectively; and to plan, assign, and/or supervise the work of others.
- ◆ Ability to create executive level reports and present information as required to internal and external stakeholders.
- ◆ Experience with data gathering and interpretation, creating metrics, and conduct follow up activities to measure outcomes.
- ◆ Ability to map processes.
- ◆ Ability to lead and manage projects.

NOTE:

- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- ◆ The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

External final male applicants who are 18-25 years of age will be required to furnish proof of registration or exemption from registration with the Selective Service System as a condition of state employment.

All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded.

All offers of employment are also contingent upon satisfactory credit check.

HOW TO APPLY:

Submit a completely filled out state of Texas application using one of the methods below:

- ◆ Online at <http://www.workintexas.com>, or
- ◆ Email to jobs@sml.texas.gov, or
- ◆ Mail to 2601 N. Lamar Blvd., Ste. 201, Austin, TX 78705, or
- ◆ Fax to 512-475-1505.

Applications are available at <https://www.twc.texas.gov/files/jobseekers/texas-application-employment-twc.pdf>

Resumes and cover letters are optional. Resumes are not accepted in lieu of a completed application.

For directions or to request physical accommodations call Human Resources at 512-475-0614.

E-Verify – This organization participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

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Department of Savings and Mortgage Lending is an equal opportunity employer.