

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

STATE AGENCY JOB VACANCY NOTICE

Opening Date: Immediately
Number of Openings: 1
Classification: Non-Exempt
Closing Date: Until Filled
Location: Austin

Posting Number: SML- 385
Duration of Job: Regular Full Time
Group/Class #: B18/1571
Salary*: \$3,544 min-\$5,639 max
*Commensurate with qualifications and experience

Military Specialty Codes:
Army – None; **Navy** – OS;
Coast Guard– OS, OSS;
Marine –None **Air Force** –
8U000,16GX **Space Force** -
None

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_ProgramManagement.pdf

JOB TITLE: Program Specialist II - Executive

JOB DESCRIPTION: Performs routine to moderately complex (journey-level) consultative services and technical assistance work for the Executive Division. Work involves planning, developing, and implementing agency programs and providing consultative services and technical assistance to staff, government agencies, community organizations, and the public. May gather resource records for reporting purposes, review reports to senior management, disseminate information, develop, and maintain electronic filing systems, and prepare and edit reports and documents. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- ◆ Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to program and project assignments for the agency.
- ◆ Performs comprehensive reviews of literature, statutes, rules, and/or policies; and prepares administrative reports, studies, and specialized research projects.
- ◆ Provides support and collaborates in the planning, development, implementation, analysis, and documentation of an agency program.
- ◆ Performs grant administration work involving preparing and maintaining grant-related documents, reporting grant status; and evaluating grant applications and ongoing administration to determine grantee eligibility and compliance with requirements and standards.
- ◆ Monitors and reviews compliance with program policies and procedures, statutes, and rules for assigned program.
- ◆ Serves as a liaison to staff, government agencies, community organizations, or the general public to explain and provide technical assistance on program specifics and requirements.
- ◆ Studies and analyzes operations and problems, prepares reports of findings and recommendations, and prepares justifications for the implementation of procedural or policy changes.
- ◆ Assists with the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.
- ◆ Compiles and edits data for charts, graphs, and tables, and prepares summaries or reports.
- ◆ May assist in preparing and evaluating program budget requests.
- ◆ May assist in preparing justifications for the implementation of procedural or policy changes.
- ◆ May assist in developing policy and procedure manuals.
- ◆ May assist in analyzing legislation to develop recommendations for policy changes.
- ◆ May assist in managing permissions for electronic files in SharePoint.
- ◆ May perform general office duties such as filing and maintaining a filing system, answering and routing phone calls, and covering the front desk on occasion.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS: GENERAL REQUIREMENTS:

- ◆ Graduation from an accredited four-year college; experience and education may be substituted for one another.
- ◆ Two years of full-time experience in the development, implementation, or interpretation of policies and procedures or specialized programs in a public or private agency is preferred.
- ◆ Two years of full-time experience managing agency programs is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Proficient written and verbal communication skills.
- ◆ Demonstrated organizational skills and the ability to work independently.
- ◆ Ability to gather, assemble, correlate, and analyze facts to prepare and develop reports.
- ◆ Ability to map processes.
- ◆ Knowledge of office practices and administrative procedures.
- ◆ Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to provide guidance to others.
- ◆ Initiative, attention to detail, and tact.
- ◆ Ability to handle multiple tasks according to specific instructions and guidelines.
- ◆ Ability to meet time deadlines.
- ◆ Strong computer skills in Microsoft Office365 Products (Outlook, Word, Excel, PowerPoint, SharePoint and Teams)

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 background and credit check.

HOW TO APPLY:

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

- ◆ Online at <https://www.workintexas.com>, or
- ◆ Email to humanresources@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.sml.texas.gov/wp-content/uploads/2023/12/texas-application-employment.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.

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