

**STATE PENSION REVIEW BOARD
AN EQUAL OPPORTUNITY EMPLOYER
STATE AGENCY JOB VACANCY NOTICE**

Agency: State Pension Review Board

Listing Number: PRB2003

Opening Date: 03/25/2020

Work In Texas Job ID: 14045999

Salary: \$40,000-\$50,000

Closing Date: Open Until Filled

Position Title: Research Specialist II

Salary Group /Class No: B17/0602

Refer To: Westley Allen

Telephone: 512-463-1736

Number of Openings: 1

Duration: Full Time

Travel Required: Limited

Agency Address: P.O. Box 13498, Austin, TX, 78711-3498

Work Location Address: 300 W. 15th Street, Room 406, Austin, TX

Agency Web Address: www.prb.texas.gov

JOB SUMMARY:

GENERAL DESCRIPTION: Provides senior staff with support in areas of policy analysis, research and communications. Work involves writing and editing content, researching best practices related to public pensions and communicating technical concepts. Performs moderately complex (journey-level) research work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Conducts research for projects pertaining to public retirement systems in Texas and other states.
- Researches pension-related trends and topics including legislation, legal outcomes and studies.
- Prepares or assists with reports on research findings.
- Assists with the planning and development of educational content and materials, including courses, policies, manuals and other guidance.
- Provides analysis of new or proposed legislation or regulations to determine impact on public retirement systems.
- Assists on special projects.
- Communicates with public retirement systems and other stakeholders and may provide technical assistance.
- Prepares or assists with preparing reports for the Board and agency publications.

- Assists with projects that require quick turnaround to meet deadlines.
- May perform data entry including researching, verifying, and correcting information to be entered into the agency's databases.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Experience in research and planning work. Graduation from an accredited four-year college or university with major coursework in business or public administration, public policy, or research methodology. Preferred graduate degree in political science, public administration, law, or related field and experience in policy development or analysis. Experience may substitute for education.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong attention to detail, technical writing and editing, and oral communication skills required.
- Must be able to demonstrate strong writing skills, including clearly communicating complex and technical subject matter.
- Knowledge of the techniques and methods of planning, organizing, and writing various types of materials; and of research methods, principles, and philosophies.
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop, evaluate, and interpret policies and procedures; and to train others.
- Demonstrated ability to work with Microsoft Office.
- Strong project management skills with proven ability to organize and manage tasks effectively and efficiently with experience handling multiple projects.
- Good communication skills and an ability to work with a wide array of people.
- Ability to understand and follow oral and written instructions and utilize resources to efficiently complete tasks.
- Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

PREFERRED EXPERIENCE:

Knowledge of statistical concepts and methods and their application to research and analysis. Experience in technical writing, journalism, or communications work. Ability to perform advanced research design techniques. Knowledge of Texas government and legislative process.

NOTES:

Veterans, Reservists or National Guards with an MOS or additional duties that fall in research or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. Please call 512-463-1736 for more information or assistance.

Military Crosswalk information can be accessed at <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

HOW TO APPLY:

Apply using State of Texas application form only, which can be found at <http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html#applicationForm>.

Applications may be submitted through WorkinTexas.com, or by email to: wes.allen@prb.texas.gov.

ADDITIONAL INFORMATION:

The PRB is an Equal Employment Opportunity Employer. Selected applicant may be subjected to a background check. Official transcripts or other minimum requirement validations may be requested at the time of job offer. If hired for employment, you will need to provide documentation that establishes identity and employment eligibility. Documentation must be provided within three (3) days from date of hire. A complete list of acceptable documents is on file with the [Texas Workforce Commission](#).

Notice to Applicants Who May Require Reasonable Accommodation in the Interview Process: Applicants with disabilities who may need to discuss special accommodations during the interview process should contact Westley Allen at 512-463-1736. If reasonably possible, please call at least 48 hours in advance to afford the agency sufficient time to properly review and coordinate your request.