

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

<b>Agency:</b> Texas Pension Review Board	<b>Opening Date:</b> 3/10/2023
<b>Listing Number:</b> PRB 2303	<b>Closing Date:</b> Until filled
<b>WorkInTexas ID:</b> 15878513	
<b>Salary:</b> \$42,244 - \$55,000	
<b>Position Title:</b> Research Specialist	<b>Salary Group /Class No:</b> B19/0604
<b>Refer To:</b> Lindsay Seymour	<b>Telephone:</b> 512-463-1736
<b>Number of Openings:</b> 1	<b>Duration:</b> Full Time
<b>Travel Required:</b> Limited	
<b>Agency Mailing Address:</b> P.O. Box 13498, Austin, TX, 78711-3498	
<b>Agency Location Address:</b> 300 W. 15 <sup>th</sup> Street, Room 406, Austin, TX	
<b>Agency Web Address:</b> <a href="http://www.prb.texas.gov">www.prb.texas.gov</a>	

**WORK TO BE PERFORMED:**

**GENERAL DESCRIPTION:** The Research Specialist performs moderately complex work to support the agency's public pension oversight and monitoring programs. Job duties include assisting in maintaining and developing core and continuing education course curriculum and providing consultative and technical assistance to retirement system trustees and administrators, local sponsoring entities, agency staff, and other state agencies. This position also processes data submitted by public retirement system administrators into the agency's internal database. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL JOB FUNCTIONS:**

- Assists in the collection, processing, organization, analysis, and preparation of materials for regular agency reporting and in response to requests for program information.
- Monitors, reviews, and evaluates compliance with education program policies and procedures, statutes, and rules.
- Assists with developing core and continuing education course curriculum, including instructional methods and other educational materials related to the educational program.
- Helps to prepare training for public retirement system trustees and administrators, the legislature, and the public.
- Monitors the achievement of agency goals and recommends improvements for effectiveness.
- Assists in developing policy and procedure manuals.
- Performs related work as assigned.

## **MINIMUM QUALIFICATIONS**

**EXPERIENCE AND EDUCATION:** Graduation from an accredited four-year college or university with major coursework in a field relevant to education, public administration, public policy, or political science is generally preferred. Experience in policy development, policy analysis, project management and/or education is helpful but not required. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong technical writing and editing skills
- Strong oral communication skills, clearly communicating complex and technical subject matters
- Project management
- Working collaboratively in a team environment
- Ability to gather, assemble, correlate, and analyze facts
- Identify, analyze and solve problems
- Developing, evaluating, and improving policies and procedures
- Ability to complete a task with appropriate attention to detail
- Ability to organize and manage tasks effectively

## **Benefits**

The PRB is a state agency offering both flexible scheduling and hybrid remote work opportunities. The State of Texas offers state employees competitive benefits that include:

- Health insurance, covering 100 percent of the individual employee's premium and 50 percent of the premium for eligible family members
- Optional dental, vision, life, and disability insurance
- Accrued annual leave/vacation and sick leave
- Twelve paid holidays annually
- Membership in the Employees Retirement System of Texas (ERS) pension plan; and a low-fee option for personal savings via 401(k) and 457 programs
- Combined service credit for retirement eligibility determination for members of certain retirement systems who participate in the Proportionate Retirement Program (PRP), such as the Teacher Retirement System of Texas. See the [ERS website](#) for more information.

For more information on benefits, please visit: <https://www.ers.texas.gov/benefits-at-a-glance>

## **NOTES**

Veterans, Reservists, or National Guards with an MOS or additional duties that fall in Public Administration 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:  
<https://hr.sao.texas.gov/CompensationSystem/JobDescriptions/>

## **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 should be emailed to [lindsay.seymour@prb.texas.gov](mailto:lindsay.seymour@prb.texas.gov) or mailed to Pension Review Board, P.O. Box 13498, Austin, TX 78711-3498.

Applications may also be submitted through [www.workintexas.com](http://www.workintexas.com), but this is not a requirement.

## **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 Lindsay Seymour 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.