

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

**Agency:** Texas Pension Review Board

**Listing Number:** PRB2304

**Work In Texas Job ID:** 15971949

**Opening Date:** 5/4/2023

**Salary:** \$55,000-\$65,000

**Closing Date:** Open Until Filled

**Position Title:** Policy Analyst

**Salary Group /Class No:** B19/0604

**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. 15<sup>th</sup> Street, Room 406, Austin, TX

**Agency Web Address:** [www.prb.texas.gov](http://www.prb.texas.gov)

**ORGANIZATIONAL OVERVIEW:**

The Pension Review Board (PRB) provides oversight and monitoring of 100 Texas public retirement systems. The agency receives and analyzes financial, actuarial, and benefit reports and data, conducts research regarding issues that affect public retirement systems and provides educational and technical resources to retirement systems and administrators, the Texas Legislature, and other stakeholders.

**JOB SUMMARY:**

**GENERAL DESCRIPTION:** The Policy Analyst provides high quality work in the 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 and policy analysis 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.
- Writes and edits summaries or reports on research findings.
- Communicates technical actuarial and financial concepts in plain language.
- Plans and develops educational content and materials, including courses, graphics, presentations, policies, manuals, and guidance.
- Provides analysis of new or proposed legislation or regulations to determine impact on public retirement systems.

- 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 review and entry including researching, verifying, and correcting information to be entered into the agency's databases.
- Assists on special projects.
- Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** Experience in research, oral and written communication, and project planning and management. Graduation from an accredited four-year college or university with major coursework in business or public administration, public policy, research methodology, or project management.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong attention to detail, technical writing and editing
- Professional writing including grammar and style
- Strong oral communication skills, clearly communicating complex and technical subject matters
- Techniques and methods of planning, organizing, and writing various types of materials
- Ability to understand and follow oral and written instructions and utilize resources to efficiently complete tasks
- Research methods, principles, and philosophies
- Strong project management skills with proven ability to organize and manage tasks effectively and efficiently with experience handling multiple projects concurrently
- Conduct qualitative and quantitative research
- Gather, assemble, correlate, and analyze facts
- Devise solutions to problems
- Prepare reports and presentations
- Develop, evaluate, and interpret policies and procedures
- Ability to work collaboratively in a team environment with a wide array of people

**PREFERRED EXPERIENCE:**

Experience in public policy, including writing issue briefs, research or position papers, talking points, etc., and making effective oral presentations. Knowledge of Texas government and legislative process, such as the ability to read and interpret bills. Ability to perform advanced research design techniques. Knowledge of statistical concepts and methods and their application to research and analysis. Graduate degree in political science, public administration, public policy, law, or related field and experience in policy development or analysis.

**BENEFITS:**

The PRB is a state agency offering both flexible scheduling and hybrid 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) defined benefit 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 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 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 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.