

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

Agency: Texas Pension Review Board	Opening Date: 11/1/2023
Listing Number: PRB 2402	Closing Date: Until filled
WorkInTexas ID: 16275617	
Salary: \$17-\$20 Per Hour Pay Basis: Hourly	
Position Title: Financial Analyst Intern	Salary Group /Class No: B16/0600
Refer To: Lindsay Seymour	Telephone: 512-463-1736
Number of Openings: 1	Duration: Temporary (Spring semester 2024 with possible extension)
Shift: Negotiable	Schedule: Part Time -- 15-20 Hours Per Week
Travel Required: Limited	
Agency Mailing Address: P.O. Box 13498, Austin, TX, 78711-3498	
Agency Location Address: 300 W. 15 th Street, Room 406, Austin, TX	
Agency Web Address: www.prb.texas.gov	

ORGANIZATIONAL OVERVIEW:

The Texas Pension Review Board (PRB) is a state agency that provides oversight and monitoring of the 100 Texas public retirement systems, also known as pension 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.

WORK TO BE PERFORMED:

GENERAL DESCRIPTION:

A financial analyst intern with the PRB will work part-time with a small team of colleagues to help oversee Texas' 100 public pension systems and ensure local police, firefighters, teachers, county hospital nurses, and other public employees receive the pension benefits they are promised. The intern will work closely with and learn from the PRB's experienced and knowledgeable analytical services team, including the team manager, investment analyst, and actuary. The internship is paid and offers hybrid remote work opportunities. The agency will also work with the intern to accommodate their academic schedule.

ESSENTIAL JOB FUNCTIONS:

- The intern's primary focus will be to work on projects with specific deliverables and timeframes, with significant opportunities to focus on data analysis. Specific projects would depend on the intern's area of study and knowledge, but some examples may include, but are not limited to, the following:
 - Perform data reviews on poorly funded Texas plans, with focus on historical trends and identification of possible causes.
 - Conduct data trend analysis for different categories of retirement systems.
 - Research best practices of other states' pension practices and policies.
 - Review and improve accuracy of agency's data.
 - Collect national data and incorporate into the agency's database to improve helpfulness of agency's reporting.
- Learning opportunities include coding, such as SQL and Python, and setting up data reports in the agency's dashboard system.
- Assist with day-to-day agency report intake and data entry functions, such as:
 - Review various state-mandated reports, such as annual financial reports, received from retirement system and enter data in the agency's database.
 - Identify missing reports and information and communicating with pension plan administrators to provide them.
 - Assist with presentations at the agency's board meetings, such as compliance reporting.

MINIMUM QUALIFICATIONS**EXPERIENCE AND EDUCATION:**

Qualified applicants will be pursuing a bachelor's degree in business, finance, math, or related degrees. Knowledge of statistics and data analysis methods preferred. Students from freshman to senior levels are encouraged to apply.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in using Microsoft Office software, especially Excel.
- Working collaboratively in a team environment, maintaining a positive attitude and working well with others.
- Gather, assemble, correlate, and analyze facts.
- Identify, analyze, and solve problems.
- Complete all tasks with appropriate attention to detail.
- Organize and manage tasks effectively.
- Effectively communicate with supervisors, co-workers, and retirement system staff.
- Follow instructions and accept constructive feedback from supervisors.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS

Work is performed in a standard office working environment and requires:

- Regular, reliable, and punctual attendance.
- Frequent use of personal computer, copiers, printers, and telephones.
- Mostly sedentary in nature, but may involve moving, standing, pushing, pulling, kneeling, stooping, and bending.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 10 pounds.

Benefits

The PRB is a state agency offering both flexible scheduling and hybrid remote work opportunities.

As this is a temporary intern position, no benefits (such as insurance) are offered.

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

<https://www.twc.texas.gov/sites/default/files/busops/docs/state-of-texas-applications-e-133-twc.pdf>

In addition to the required State of Texas application, applicants may submit a resume and cover letter.

Applications should be emailed to 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, 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.