

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

**Agency:** Texas Pension Review Board

**Listing Number:** PRB 2403

**Work In Texas Job ID:** 16656941

**Opening Date:** 7/1/2024

**Salary:** \$50,000-\$60,000

**Closing Date:** Open Until Filled

**Position Title:** Research Analyst

**Salary Group /Class No:** B18/0602

**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. 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) is a state agency that 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 research analyst will work with a small team of PRB colleagues to help oversee Texas' 100 public pension systems and ensure local police, firefighters, teachers, county hospital personnel, and other public employees receive the pension benefits they are promised. The research analyst will work closely with and learn from the PRB's experienced and knowledgeable team, including subject matter experts such as the investment analyst and staff actuary. Employment at the PRB offers substantial opportunities to learn about and develop expertise in public pensions, including significant opportunities for professional development and training.

The research analyst compiles, reviews, analyzes, and evaluates financial data; prepares reports and responds to inquiries; and recommends appropriate action to resolve pensions oversight issues. The position also involves developing and managing specialized research projects relating to agency program functions; writing reports and giving presentations; monitoring and addressing reporting compliance; and suggesting and updating agency procedures to improve workflow.

**ESSENTIAL FUNCTIONS:**

- Performs financial analysis of Texas public retirement systems.
- Reviews audited financial statements and other pension system reports to be entered into the agency's database and ensures received reports comply with established procedures, requirements, laws, and regulations.
- Performs data review and entry including researching, verifying, and correcting information to be entered into the agency's databases. Checks for completeness of data and adequate documentation.
- Prepares or assists with preparing reports for the board and agency publications. May present reports to the board.
- Assists in providing analysis of new or proposed legislation or regulations to determine impact on public retirement systems, including preparing actuarial impact statements during the legislative session.
- Assists with projects that require quick turnaround to meet deadlines.
- Conducts research on current pension issues and best practices and writes related reports.
- May assist with planning and developing pensions-related educational content and materials, including courses, graphics, presentations, policies, manuals, and guidance.
- Communicates with public retirement systems and other stakeholders and may provide technical assistance.
- Monitors day-to-day correspondence and responds to or assists with developing responses to stakeholder inquiries.
- Assists on special projects.
- Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** Graduation from an accredited four-year college or university with major coursework in business administration, finance, political science, government, math, or related fields.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Intermediate to advanced level of Excel data analytics
- Techniques and methods of planning, organizing, and writing various types of materials
- Qualitative and quantitative research

**Skills in:**

- Project management with ability to organize and manage tasks effectively and efficiently and ability to handle multiple projects concurrently
- Professional writing, including grammar and style
- Oral communication, clearly communicating complex and technical subject matters
- Analyzing and evaluating data
- Preparing reports and presentations

**Ability to:**

- Use strong attention to detail in completing work assignments
- Gather, assemble, correlate, and analyze facts

- Proactively identify, analyze and solve problems
- Understand and follow oral and written instructions and utilize resources to efficiently and effectively complete tasks
- Use feedback to learn and continuously improve
- Work effectively as part of a team and to establish and maintain effective, collaborative working relationships with staff
- Develop, evaluate, and improve policies and procedures

**PREFERRED EXPERIENCE:**

- Work experience (paid or unpaid). Examples may include internships or full- or part-time positions.
- Knowledge of statistical concepts and methods and their application to research and analysis. Knowledge of research methods, principles, and philosophies.
- Ability to enter and manipulate large data sets in Excel or databases
- Data analysis and research
- Knowledge of databases, Excel formulas, or beginner level coding
- Knowledge of Texas government and legislative process

**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 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](https://www.ers.texas.gov/benefits-at-a-glance) for more information.

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

**NOTES:**

Veterans, Reservists, or Guardsmen 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 [https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PlanningResearchandStatistics.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf).

**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>.

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.