

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

Agency: Texas Pension Review Board

Listing Number: PRB 2601

Work In Texas Job ID: 16925931

Opening Date: 10/06/2025

Salary: \$55,000-\$75,000 annually

Closing Date: Open Until Filled

Position Title: Communications Specialist

Salary Group/Class No: B20/1573

Refer To: Jessi McLaughlin

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

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:

Identifies, plans, coordinates, and executes the agency's communications activities and initiatives. Designs and maintains digital media platforms while communicating technical concepts; writes and edits content; and leads and oversees projects. May prepare and deliver reports and presentation materials and works collaboratively with other staff on special projects. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Manages the agency's main and educational websites, including analyzing the layout of agency internet pages for efficiency, effectiveness, and accessibility; keeps the websites up-to-date, and recommends changes when appropriate.
- Analyzes, evaluates, and makes recommendations concerning user interface and experience as well as the development of new procedures, standards, tools, and techniques.
- Plans, designs, develops, and produces graphics and media materials using traditional and new creative options as part of a comprehensive communications effort.

- Assists with the design and implementation of new or revised communication methods that effectively meet the needs of the agency programs.
- Plans and maintains an effective presence on social media, including editing and posting approved messages.
- Creates and may edit visual multimedia content (photos, videos, animations) for production and distribution.
- Maintains design programs, design system components, and equipment.
- Assists with educational content and materials, including writing or editing courses and other educational materials.
- Coordinates the scheduling, setup, and production of real-time live multimedia content, including the integration of audio and visual components.
- Analyzes content for accessibility and recommends changes to make content accessible and remediate accessibility issues.
- Communicates with public retirement systems and other stakeholders and may provide technical assistance.
- May troubleshoot hardware and software problems.
- May identify and make recommendations to improve processes.
- May prepare reports for the board and agency publications.
- May deliver presentations to the board and stakeholders.
- May research, plan, and prepare operating and production procedures, production methods, and reports.
- May provide direction and guidance to others.
- Assists on special projects and performs related work as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited four-year college or university with major coursework in public information, communications, graphic or multimedia design, visual arts, journalism, or related field. One year of relevant work experience may substitute for one year of coursework, with a maximum substitution of two years.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Communication principles
- Web technologies, including programming, design, and markup languages
- Graphic and multimedia design, including related software such as Adobe Creative Suite and Canva
- Accessibility standards

Skills in:

- Written and oral communication
- Proactive problem solving, including showing initiative and action beyond what is required to improve agency work products or services
- Adaptability
- Organizational skills
- Effective time management
- The use of a computer and applicable software, such as graphic design and multimedia software.

Ability to:

- Manage and maintain websites
- Manage projects and effectively handle multiple projects at the same time
- Plan the preparation of graphic design and multimedia design projects
- Design and produce graphics and media materials, including video content
- Provide guidance to others
- Use feedback to learn and continuously improve
- Work effectively as part of a team and establish and maintain effective, collaborative working relationships with team members

PREFERRED EXPERIENCE:

- Work experience (paid or unpaid). At least two years of experience working in a communications field
- Experience in content writing, editing, and production

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 with work-life balance, extensive opportunities for training and development, and generous benefits. 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
- Longevity pay
- Paid parental leave
- 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 Guardsmen with an MOS or additional duties that fall in program management 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_ProgramManagement.pdf.

HOW TO APPLY:

All applicants must complete the State of Texas application form, which can be found at <https://www.twc.texas.gov/sites/default/files/busops/docs/state-of-texas-applications-e-133-twc.pdf>.

Resumes, cover letters, and/or other materials may be provided with an application but will not be accepted in lieu of a completed application.

Applications should be emailed to jessimond.mclaughlin@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 be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Notice Regarding Reasonable Accommodations in the Interview Process: Applicants with disabilities who may need to discuss any reasonable accommodations during the interview process should contact Tony

Araguz 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.