

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

Agency: Texas Pension Review Board

Opening Date: 07/06/2026

Listing Number: PRB 2603

Closing Date: Until filled

WorkInTexas ID: 17036834

Salary: \$17-\$20 Per Hour

Pay Basis: Hourly

Position Title: Policy Intern

Salary Group /Class No: A12/0590

Refer To: Jessimond McLaughlin

Telephone: 512-463-1736

Number of Openings: 1

Duration: Temporary (2026-2027 academic year 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. 15th 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 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:

A policy intern with the PRB will work part-time with a small team of colleagues to research topics related to Texas' 100 public pension systems and help monitor and analyze pension bills during the upcoming legislative session. The intern will work closely with and learn from the PRB's general counsel and policy and communications team. The internship is paid and offers hybrid remote work opportunities. The agency will also work with the intern to accommodate their academic schedule.

ESSENTIAL FUNCTIONS:

- Research topics related to Texas public pensions.
- Summarize and assist with the analysis of bills filed during the legislative session.
- Assist in creating actuarial and fiscal impact statements and draft bill summaries, bill analyses, and other requested documents related to legislation and policy issues.
- Draft responses to legislative inquiries.

- Watch and attend legislative session hearings and may attend meetings with legislators and legislative staff; provide summaries of discussion and actions.
- Monitor standing and interim committee schedules, agendas, and hearings; assists with responding to requests from legislative support and executive branch agencies.
- Watch board and/or committee meetings of Texas public retirement systems, providing a summary of items discussed.
- Assist with the development of continuing education courses provided under the agency's Minimum Educational Training (MET) program.
- Assist with data organization and presentation.
- May assist with the preparation of board and committee meeting presentations.
- May perform research and tasks for assorted special projects.

MINIMUM QUALIFICATIONS

Experience and Education:

Qualified applicants will be pursuing a bachelor's degree in political science, public policy, government, or a related field. Students from freshman to senior levels are encouraged to apply.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Texas governmental and legislative processes.
- Professional writing.
- Using Microsoft Office software.
- Work 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 stakeholders.
- 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 computers, 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 of 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/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.

HOW TO APPLY

Apply using the 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 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 to Applicants Who May Require Reasonable Accommodation in the Interview Process: Applicants with disabilities who may need to discuss special accommodation during the interview process should contact Jessimond McLaughlin 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.

Due to the high volume of applications, we do not accept telephone calls regarding this job posting and cannot reply to all email inquiries. Only candidates selected for interview will be contacted.