



**Job title: Government Relations Specialist II
Government Relations Officer**

Posting: 0710-24

Opening Date: July 9, 2024

Closing Date: Until filled.

PO BOX 12157, Austin, TX 78711

PH: 512.463.7184

FAX: 512.475.3377

Location: 920 Colorado Street, Austin TX 78701

Yearly Salary: B25- \$83,772- \$98,175

Division: Executive/ Office of Strategic Communication & Process Improvement

Remote Work: Hybrid

Job Description

The Government Relations Officer is responsible to and selected by the Deputy Executive Director – Administrative Services and performs advanced legislative duties for the Department as a member of the Office of Strategic Communication and Process Improvement (OSCPI). The Government Relations Officer reports to the Senior Government Relations Officer and is responsible for the coordination, evaluation and preparation of legislative matters for the agency. Work involves providing consultative services with respect to the agency's legislative matters, including cost estimates, bill tracking and analysis; assisting in the preparation and interpretation of agency policy statements and actions for legislative representatives; acting as a liaison for federal, state and local governmental agencies and effectively preparing and disseminating information concerning agency functions to interested parties. The Government Relations Officer works under limited supervision with considerable latitude for the use of independent judgment and initiative in the administration of duties.

Essential Duties

- Participates in agency activities related to the legislative session; and attends legislative hearing and meetings with legislators, legislative staff, and other legislative liaisons.
- Assists Executive management in preparing to appear before legislative committees and other groups addressing Agency issues, ensuring that testimony provided is accurate and thorough. Prepares and interprets agency policy statements and actions for legislative representatives.
- Monitors and reports to executive staff on state and federal legislation and trends impacting agency operations. Manages and coordinates the agency's legislative bill tracking system, assisting subject matter experts with bill tracking and analysis and cost estimates for fiscal notes.
- In coordination with the Senior Government Relations Officer, plans, assigns and provides feedback and guidance relating to legislative matters where appropriate to OSC team members and TDLR employees. Ensures work is completed timely and accurately. Participates in the development of team goals and strategies for achieving agency-wide objectives.
- Assists in the preparation and monitoring of the agency's Strategic Plan, Legislative Appropriation Requests, and performance reports.
- Provides timely and accurate responses to constituent inquiries.
- Coordinates with and acts as liaison for federal, state and local governmental agencies, accurately and effectively communicating agency policies and procedures. Attends meetings, hearings and functions that pertain to or may impact the agency.
- Evaluates programs to assess the effective implementation of statutory, regulatory and legislative directives and organizational changes. Communicates need for program and organization changes.
- Assists in the support of the agency's advisory boards and Commission.
- Provides consultative services to agency staff regarding public or professional meetings, seminars, conferences and hearings. May assist in coordinating with program management the development, effectiveness and use of publications and news releases.
- Researches and develops reports, including statistical analyses, benchmarks, implementation reports and case studies.
- May prepare and disseminate information of public interest regarding agency hearings, meetings and other related functions.
- May assist as an agency liaison with media representatives at the national, regional and local levels, fielding inquiries in a timely and courteous manner.
- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's core values.

- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

Minimum Requirements

Five (5) years' experience with the state legislative process, including work for state legislators, governor, lieutenant governor, speaker of the house, or governmental agencies in performing high level legislative work. Graduation from an accredited four-year college or university is required with a preference for major course work in political science, public relations, journalism, history, public affairs or a related field. Experience as a legislative aide, committee clerk, government relations officer, or chief of staff is preferred.

Military Occupation Specialty Code:

Army 46S, Navy MC, Coast Guard PA, Marine Corps 0570

Remarks

The successful candidate will have: Knowledge of the state legislative process and state government administration; of agency programs, policies, objectives, technology, and terminology; and, of research methods. Knowledge of the agency's strategic plan, goals and action plan; and, working knowledge of the agency's bill implementation process. Skill in compiling, evaluating and presenting legislative information; in problem-solving and negotiating; and in policy analysis and research. Skill in managing multiple assignments at the same time. Skill in the use of standard office equipment, including mobile devices and personal computers, and relevant software including Microsoft Word, Excel, PowerPoint, Teams, internet and email applications and bill tracking software. Ability to communicate effectively (orally and in writing); to analyze various issues; and, to work under pressure and meet all deadlines. Ability to quickly and effectively respond to constituent inquiries; to accurately interpret and translate agency programs and research; and, to develop and maintain effective working relationships. Ability to establish section goals and objectives that support the agency's strategic plan.

How to Apply

Applications may be downloaded through TDLR's website <https://www.tdlr.texas.gov/employ.htm>. Only Email or fax applications accepted. Email human.resources@tdlr.texas.gov or fax 512.475.3377. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Submit a copy of degree if in lieu of experience/skills requirement. To receive Military Employment Preference for any position, submit a copy of the DD214 or DD1300 with application.

Only interviewed applicants will receive notice of the final disposition of the selection process.

This job is not covered by the Fair Labor Standards Act (FLSA).

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses. TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation