



TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING- NORTH CAMPUS
Education and Examination
Accreditation and Certification Specialist
Program Specialist III
\$46,728- \$52,700.04 annually
\$3,894- \$4,391.67 monthly

Posting No: 0502-22

Opening Date: 05/06/22

Group: B19

Position: 46

Closing Date: UNTIL FILLED

Job Description

The Accreditation & Certification Specialist (ACS) is selected by and responsible to the Director of Education and Examination and the Accreditation and Certification Manager and performs complex consultative services and technical work in the planning, development and implementation of the agency's pre-licensure education, continuing education and examination functions. Work involves providing technical assistance on program services; assisting in the preparation of performance measure reports and other research projects; developing procedural manuals; approving and auditing education providers and courses; providing examination support, including recommendations regarding examination content, development and delivery functions; and providing consultative and technical services to agency program staff. The ACS works under general supervision with moderate latitude for the use of initiative and independent judgment. This position is located at 1106 Clayton Ln. Austin, TX 78723.

Essential Duties

- Performs an array of technical, research, planning, policy, program assessment, and administrative activities related to the review and oversight of continuing education and pre-licensure education providers and assist in the development of techniques for approving providers and course content.
- Evaluates and responds to emails from educators regarding curriculums, student hours, credit hours, and distance learning applications, performing and collaborating with TDLR staff in resolving technical problems.
- Reviews and approves education providers and courses.
- Serves as liaison to staff, licensees, third-party vendors, government agencies, or the general public to explain and provide technical assistance on program specifics and requirements.
- Participates with the examination development as a Subject Matter Expert for various industries.
- Analyzes legislation and assists with development of recommendations for policy and programmatic issues relating to the implementation and improvement of the Education and Examination Division. Evaluates Division's performance measures and goals. May participate in Cost Estimate, Bill Analysis or other agency legislative and/or implementation team.
- Studies, reviews, analyzes and evaluates operations, outputs and activities to identify gaps in resources, recommends improvements, prepares reports of findings and assist in developing action plans.
- 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.
- Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for program information.
- May monitor, review, and evaluate providers to ensure compliance with program policies, procedures, statutes, and rules.
- Develops Frequently Asked Questions (FAQs) and Frequently Given Answers (FGAs) for the Education and Examination Division.
- May conduct training and provide guidance to staff in the development and integration of new or revised methods and procedures for education providers and examination processes.
- May provide administrative support to the Education & Examination Director regarding presentations to the various advisory boards and other meetings to provide recommendations on program objectives and goal.

- 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.
- Adheres to all TDLR Personnel Policies and performs other duties as assigned.

Minimum Requirements

Three years' experience in the issuance of registrations or certifications; developing, evaluating and implementing education provider programs; developing and reviewing bill implementation initiatives; and/or participating on bill analysis and/or cost estimate teams. Two years' experience in the development and monitoring of a licensure education program or experience in the ongoing development and delivery of written or practical licensure examinations preferred. Education and/or experience in an area regulated or to be regulated by TDLR preferred. Graduation from an accredited four-year college or university is preferred and may substitute for two years of the experience requirement.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 31-Military Police, IS- Intelligence Specialist, 401 Investigator, 5805 Criminal Invest. Officer, 14NX Intelligence or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_InspectorsandInvestigators.pdf

Remarks: Knowledge of laws, rules and standards related to continuing education and pre-licensure of education providers; of the state legislative process and state government administration; and, of agency programs, policies, objectives, technology, and terminology. Skill in problem-solving and negotiating; and, in policy analysis and research. Proficient skill in coordinating and scheduling activities and resources; in identifying measures or indicators of program performance; and, in the use of MS Office Suite. Ability to provide a high level of customer service and to resolve conflicts with limited supervision in a diplomatic way. Must have excellent interpersonal skills and professional demeanor and attitude. Strong ability to motivate and achieve results through others. Have the ability to conduct presentations to agency staff and the regulated public. Ability to establish goals and objectives; to devise solutions to administrative and technical problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to interpret and apply laws, rules, regulations, and adopted standards.

Applications may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

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

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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.

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

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. you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview