



TEXAS DEPARTMENT OF LICENSING & REGULATION  
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**JOB POSTING- NORTH CAMPUS**  
**Education and Examination**  
**Audit and Assessment Specialist**  
**Program Specialist III**  
**\$52,128- \$55,000.08 annually**  
**\$4,344- \$4,583.34 monthly**

**Posting No: 0801-23**

**Opening Date:08/04/23**

**Group: B19**  
Position: 581

**Closing Date: UNTIL FILLED**

**Job Description**

The Audit and Assessment Specialist (AAS) is selected by and responsible to the Director of Education and Examination and the Outreach, Audit and Policy Manager and performs complex consultative services and technical work in the planning, development and implementation of the agency's training, public outreach, 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 AAS works under general supervision with moderate latitude for the use of initiative and independent judgment. Travel may be required up to 50% of the time and may include overnights and weekends. Travel may be limited by budget.

***This position is located at 1106 Clayton Ln. Austin, TX 78723.***

**Essential Duties**

- Performs an array of technical, research, planning, policy, program assessment, administrative activities and outreach related to the review and oversight of continuing education and pre-licensure education providers and assists in the development of techniques for approving providers and course content.
- Analyzes and reviews pre-licensure education providers and continuing education providers' activities to determine proper compliance with TDLR's reporting systems. Analyzes operations and records, develops audit reports and makes recommendations.
- Evaluates and responds to inquiries and other correspondence regarding examinations, student hours, credit hours, and distance learning, performing and collaborating with TDLR staff in resolving technical problems.
- Reviews and performs on-line and/or on-site audits of education providers, courses and licensees. May conduct audit of off-highway vehicle and motorcycle training classrooms, curriculum and ranges to ensure adherence to all state laws, rules and regulations.
- 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.
- Communicates with management, to ensure consistent implementation of approved audits and investigation procedures.
- 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.
- 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, updates and reviews Candidate Information Bulletins (CIB), Frequently Asked Questions (FAQs) and Frequently Given Answers (FGAs) for the Education and Examination Division.

- May interact with and exchange information with various state or federal law enforcement organizations.
- Supports and conducts education and public outreach endeavors for the department by attending and speaking at outreach events throughout the state.
- 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.
- 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.
- 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 (3) years' experience in auditing, developing, evaluating, implementing and/or providing quality control of education provider programs; developing and reviewing bill implementation initiatives; and/or participating on bill analysis and/or cost estimate teams. Graduation from an accredited four-year college or university is preferred and may substitute for two (2) years of the experience requirement. One (1) year experience working with education providers preferred. Experience in an area regulated by TDLR preferred. Must possess a valid class C driver's license, proof of auto liability insurance and an acceptable driving record from the Department of Public Safety.

*Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of OS- Operations Specialist, 611X LDO - Deck, Surface OS Operations Specialist, OSS Operations Systems, PERS Personnel Administration (Warrant) 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:**

**[Military Crosswalk for Occupational Category - Program Management \(texas.gov\)](#)**

**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 conducting audits and assessments; in the use of instruments or tools necessary to conduct audits; and, in determining proper course(s) of action. Skill in problem-solving and negotiating; in policy analysis and research; and, in creating and maintaining records and written reports. Skill in coordinating and scheduling activities and resources; in identifying measures or indicators of program performance; and, in development and design of agency forms. Skill in the use of office equipment, mobile devices; and, in the use computers and applicable software including agency databases and programs. Skill in the use of Adobe Acrobat Pro and MS Office Suite applications, including Power Point. Skill in development and delivery of presentations to various regulated industries that provide critical education updates by interpreting complex concepts and translating them into easy to understand graphs, charts, and visual graphics. Exceptional oral and written communication and interpersonal skills. Ability to provide a high level of customer service; to resolve conflicts with limited supervision in a diplomatic way. Strong ability to motivate and achieve results through others; to effectively communicate; and, to conduct presentations to agency staff and the regulated public with a professional demeanor and attitude. Ability to establish goals and objectives; to devise solutions to administrative and technical problems; and, to develop and evaluate administrative policies and procedures. Ability to gather and analyze accurate and relevant data; to prepare reports; 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](mailto: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 covered by the Fair Labor Standards Act (FLSA). FLSA-eligible employees who work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.*

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