



**Job title: Compliance Section Manager
Manager V**

Posting: 0711-24

Opening Date: July 10, 2024

Closing Date: 5PM- July 24, 2024

PO BOX 12157, Austin, TX 78711

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Location: North Campus- 1106 Clayton Ln. Austin, TX 78723

Yearly Salary: B26- \$89,124- \$98,175

Division: Compliance

Remote Work: Hybrid

Job Description

The Compliance Manager is selected by and responsible to the Director of the Compliance Division. The Compliance Manager performs highly advanced managerial work administering the daily operations and activities of the assigned Compliance Section, including supervising and mentoring program managers and program and other Section staff. Work involves establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; assisting in developing and evaluating budget requests and monitoring budget expenditures; and, planning, assigning and supervising the work of others. Some travel is required. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

Essential Duties

Manages, plans, and assigns activities of assigned programs and other Section staff within the Compliance Division. Develops performance standards and position descriptions; makes assignments through program managers, supervisors, and team leaders; provides guidance and mentoring; develops, consults on, and recommends Section personnel actions; and ensures accurate and timely appraisals and meaningful developmental opportunities for each employee under direct supervision.

- Establishes and oversees implementation of goals and objectives; develops and approves schedules, priorities, and standards for monitoring and achieving goals; and directs/manages evaluation/appraisal activities.
- Oversees the planning, development, coordination, implementation, and evaluation of guidelines, procedures, policies, rules, regulations, and web content for assigned programs, and monitors compliance with same.
- Assists in the development, review, and implementation of techniques for evaluating Division, Section and program activities and counsels staff on related matters.
- Represents the Agency and its various programs at meetings, hearings, conferences, conventions, and seminars, and/or on boards, panels, and committees.
- Identifies areas needing improvement, coordinates with appropriate agency staff to address deficiencies, and makes recommendations to improve Agency, Division and Section operations.
- Provides technical guidance in all assigned program areas.
- Oversees and monitors Section productivity, development and performance measure achievement for assigned programs, and counsels/mentors staff on related matters.
- Oversees the preparation of management and productivity reports, research and studies.
- Assists the Division Director in maintaining the daily operations of the Compliance Division, developing and evaluating Section budget requests, Agency strategic planning initiatives, and performance measure explanations. Oversees and monitors Section's budget expenditures and recommends adjustments to Division Director.
- Oversees technical assessments, special investigations, research studies, and internal audits as necessary. May serve as Agency liaison during audits.
- Oversees and assists in development, review, revision and implementation of legislation, transition plans, process improvements, and program rules as necessary.
- 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 Programs, Section, Division and Agency.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

Minimum Requirements

Minimum four (4) years of team lead or supervisory experience, as well as a minimum of five (5) years of experience in the oversight of a program/business/industry or governmental program, required. Experience in the program management of Health and Wellness Programs regulated by TDLR which include Athletic Trainers, Behavior Analysts, Dietitians, Dyslexia Therapists, Hearing Instrument Fitters and Dispensers, Midwives, Orthotists and Prosthetist, Podiatry, Sanitarians, Speech Language Pathologists and Audiologist, Code Enforcement Officers, Mold Assessors and Remediators, Service Contract Providers, Barbering and Cosmetology, Massage Therapists, Laser Hair Removal, Water Well Drillers/Pump Installers and Weather Modification strongly preferred. The experience requirements may run concurrently. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is preferred and may substitute for two years of the general experience requirement. Experience in the management of a government program 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.

Military Occupation Specialty Code:

Navy 611 X and 612X, Marine Corps 0203, 5502, and 0602, Air Force 16GX, 86MO

Remarks

The successful candidate will have: Knowledge of relevant programs, statutes and rules; of related local, state, and federal laws and regulations; of the principles and practices of public administration and management; and of program planning and implementation. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in operating computers and applicable computer software, including Microsoft Office applications. Ability to manage section activities; to gather, assemble, correlate, and analyze facts; to prepare concise written reports; to establish goals and objectives; to devise solutions to problems; to develop and evaluate administrative policies and procedures; to prepare concise reports; to communicate effectively; and to plan, assign, and supervise the work of others.

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