

## **TxDMV - Program Specialist III VTR (00020339)**

**Primary Location:** Texas-Austin

**Work Locations:**

4000 Jackson Ave Bldg 1  
Austin 78731-6007

**Job:** Office and Administrative Support

**Employee Status:** Regular

**Schedule:** Full-time

**Standard Hours Per Week:** 40.00

**Travel:** Yes, 5 % of the Time

**State Job Code:** 1572

**Salary Admin Plan:** B

**Grade:** 19

**Salary (Pay Basis):** 3,984.81 - 4,500.00 (Monthly)

**Number of Openings:** 1

**Overtime Status:** Exempt

**Posting Date:** Jan 10, 2022

**Closing Date:** Jan 26, 2022

To apply for this position, complete an on-line application either through the [Applicant Career Section](#) or through [WorkInTexas](#). TxDMV does not accept paper applications.

If selected for an interview, applicants requiring an accommodation for the interview process should contact Human Resources at 512-465-4043.

### **GENERAL DESCRIPTION**

Our mission at the Texas Department of Motor Vehicles (TxDMV) is to serve, protect and advance the citizens and industries in the state with quality motor vehicle related services. We are a dynamic state agency dedicated to customer service, consumer protection and the success of motor vehicle-related industries.

Performs complex (journey-level) consultative and technical activities in support of management related programs and projects for the Texas Department of Motor Vehicles, Vehicle Titles and Registration Division. Work involves research, legislative analysis, and planning, developing and implementing department programs. Work requires contact with departmental managers, high-level executives, and private entities and involves coordinating the development of local, regional, or state projects and programs. May train others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **MINIMUM REQUIREMENTS**

#### **Education and Experience**

Bachelor's degree from an accredited four-year college or university plus two (2) years' experience in research, legislative analysis, or planning, developing, and implementing a program for an organization. Additional related experience may be substituted for education on a year per year basis. (Experience requirements may be satisfied by full-time experience or the prorated part-time equivalent.)

### **ESSENTIAL DUTIES**

Collect, research, and analyze data required in the development of projects, initiatives, and programs.

Develop methodologies and specifications for department projects, initiatives, and programs.

Serve as subject matter expert acting as an advisor to internal and external stakeholders on administrative, technical, and regulatory aspects of projects, initiatives, and programs.

Develop and evaluate policies and procedures for the implementation and administration of projects, initiatives, and programs and measures progress.

Develop business requirements, proposals, and studies.

Research policy issues, proposed legislation, regulations, or rules to determine impact; and make recommendations.

Consult and communicate with other divisions, agencies, and stakeholders.

Conduct comprehensive reviews of statutes, rules, and or policies and prepare research for division and executive management.

May recommend and coordinate activities to produce more effective programs.

Perform training, planning, policy, program assessment and administrative activities related to program assignment.

Assist with preparing and monitoring performance measures.

Perform other duties as assigned.

## **COMPETENCIES**

**Customer Focus** - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Decision Quality** – Makes good decisions (without considering how long it takes) based upon a mixture of analysis, wisdom, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought by others for advice and solutions.

**Ethics and Values** – Adheres to an appropriate (for the setting) and effective set of core values and beliefs during good and bad times; act in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

**Functional/Technical Skills** - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

**Learning on the Fly** – Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement, experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.

Technical Learning – Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product or technical knowledge; does well in technical courses and seminars.

Time Management Skills – Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Written Communications - Can write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

## **ADDITIONAL INFORMATION**

### **Job offer and continuation of employment is contingent upon:**

- Proof of education and experience listed on the application.
- Eligibility to work in the United States.
- Satisfactory results from a pre-employment criminal history background check and driver's record check.
- Compliance with Selective Service registration for males ages 18-25.

### **Veterans**

If selected for the position the following must be provided on or before the first day of employment for proof of veterans' preference:

- Veteran must provide form DD 214
- Surviving Spouse or Orphan must provide DD 1300 or DD 214.

Military Occupational Specialty (MOS) codes that may correspond to the state classification title for this position are listed on the [State Auditor's Office Job Descriptions](#) and then click on the occupational category for the position. Additional MOS can be found at the State Auditor's Office [Military Crosswalk Guide](#).

The [Texas Veterans Commission](#) provides helpful employment information.

**Submission of Application:** Your application should be complete and reflect all relevant education and experience. Omission of data can be the basis for disqualification; "See Resume" is not accepted in lieu of a completed online State of Texas application. Resumes may not be submitted in lieu of a completed State of Texas Employment Application, but may be considered as additional supplemental information. The resume must include employer name and dates of employment for relevant work experience to be considered by the hiring authority.

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