Position Title: Government-Industry Relations Specialist

State Classification/Title/Salary Group: 1890/ Gov't Relations Specialist I / B23; 1892/ Gov't Relations Specialist II / B25

Monthly Salary: $4,598.66 - $6,941.50 / month plus state benefits
(Salary Commensurate with Experience)

Position Location: Central Office, 2105 Kramer Lane, Austin, Texas 78758

Job Requisition #: 00024806 FLSA Status: Exempt

Opening Date: June 29, 2022 Closing Date: July 13, 2022

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 46Q – Public Affairs Specialist 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.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf

General Description:
Performs complex legislative consultative work. Helps to develop agency-related legislation and assists with writing and reviewing forms, manuals and rules. Serves as a liaison between the TAHC, governmental and legislative entities, and the animal agriculture industry and its representatives. Reports to the Executive Director for administrative duties and legislative responsibilities. Has considerable latitude to utilize individual initiative and independent judgement in the performance of job duties.

Essential Job Functions:
• Participates in agency activities related to the legislative session including but, not limited to; attending legislative hearings and meetings with legislators, legislative staff, and other legislative liaisons and coordinating responses to legislative inquiries and reviews.
• Coordinates agency interaction and testimony before legislative committees.
• Identifies and facilitates opportunities for communication with legislators and their staff, federal partners, and animal agriculture representatives regarding agency programs and functions.
• Monitors standing and interim committee schedules and agendas, and communicates relevant information to agency management.
• Actively seeks out pertinent animal health and agency issues and keeps executive staff and legislative oversight committees fully informed. Attends animal agriculture industry meetings and conferences in this capacity.
• Consults with legislative oversight committee chairs and members, and animal agriculture representatives to resolve issues; identify amendments to programs, development of new programs or elimination of unnecessary program elements and, formulate ways to improve agency responsiveness and program effectiveness.
• Researches, drafts, and/or assists in drafting bills, amendments, and background materials for legislative consideration.
• Speaks to community and professional groups to educate and stimulate interest and involvement in animal health issues.
• Advises staff and the public on agency regulations and state and federal laws.
• Performs research for policy and process questions.
• Develops materials and documents to support the agency's goals.
• Participates in developing and may edit and organize; all legislative requests, strategic planning and strategic fiscal review documents.
• Prepares report summaries of meetings and hearings.
• Develops proper protocol and procedures for communicating with legislators and staff.
• Monitors and prepares reports to executive staff and commissioners on the status and effect of pending federal and state legislation and newly enacted laws.
• Reviews drafts of laws, rules, and regulations affecting agency operations.
• Assists in formulating, coordinating, and establishing policies and procedures.
• Provides regular reports, orally or in writing, to the Executive Director on relevant state or federal issues, events and activities.
• Performs related work as assigned.
Minimum Qualifications:
- Graduation from an accredited college or university with a degree in agriculture is preferred.
- Experience in the Texas legislative process, including direct involvement in communicating and working with legislators, industry trade representatives, and their staff.
- Successful experience in public relations work is desired, preferably in the field of animal agriculture.

NOTE: Additional experience in the Texas legislative process may be substituted for the degree on a year-for-year basis.

Knowledge, Skills and Abilities: Thorough knowledge of the Texas legislative process and factors affecting TAHC programs. Excellent public relations skills with the ability to establish and maintain effective working relationships with staff, legislators and their staff, agency personnel, other governmental agencies, and industry associates. Demonstrated skill in the rule-making process and/or drafting legislation. Excellent communication skills with the ability to represent the agency in a professional and positive manner, and to address diverse audiences effectively. Ability to understand, interpret, and explain agency programs and regulations. Ability to analyze complex issues, draw logical conclusions, and initiate appropriate action, often without direct supervision. Ability to communicate effectively both orally and in writing and to develop accurate and effective reports and supportive documentation. Ability to exercise sound judgment in determining appropriate conduct and methods for accomplishing assignments. Ability to adjust work schedule as needed.

Other: Occasional travel required, some overnight.

IMPORTANT: The TAHC is an emergency response agency. This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

Other: Must have a valid Texas driver's license and safe driving record.

Applicants may be subject to a driving record and criminal background check. Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check and an acceptable moving violation record from the Texas Department of Public Safety.

How to Apply:
To submit your application for employment, follow the link provide below, then select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment.

All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

Job Description - TAHC Government Relations Spclst (00024806) (taleo.net)

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

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711. At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

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