



**Working title: Combative Sports Event Specialist**

**Class title: Program Specialist II**

**Posting No.: 0204-26**

**Opening Date: 02/18/2026**

**Closing Date: Open Until Filled**

Location: Dallas/Fort Worth

Class Code: 1571

FLSA: Non-Exempt

Salary Group/Salary: B18, \$53,000.04 - \$58,000.08/yr.

Division: Field Inspections

Number of positions: 1

### **General Description**

Performs moderately complex (journey-level) consultative services and technical assistance work ensuring compliance with the Combative Sports statutes, rules and requirements. Work involves planning, developing, and implementing the agency program; and/or providing consultative and technical assistance to program staff, governmental agencies, community organizations, the regulated community, and the general public; assisting with the coordination and performance of inspection activities; and assisting in complaint investigation and preparation for prosecution. Up to 50% travel is required and may include multiple overnight stays, including weekends and some holidays. Works under general supervision with limited latitude for the use of initiative and independent judgment. This position reports to the Combative Sports Program Manager.

This position is home-based in Dallas/Fort Worth.

### **Essential Job Functions**

- Provides an array of technical and administrative assistance in the day-to-day operation of the Combative Sports Program; provides program planning, development, and implementation to ensure that the program meets Department goals and objectives.
- Serves as a liaison to licensees and the public to explain technical and administrative requirements. Reviews, analyzes, and processes Combative Sports Program applications and assists in the oversight and monitoring of assigned events, to ensure compliance with program policies, procedures, statutes and rules.
- Collaborates in planning, scheduling, coordinating, reviewing, monitoring, inspecting, implementing, and evaluating, combative sports events to ensure compliance with the Texas Combative Sports Act and rules.
- Reviews and evaluates event personnel, participants and documentation to determine compliance with laws, regulations, policies and procedures, and reporting requirements.
- Analyzes combative sports events, processes, and procedures and participates in the development of recommendations concerning the combative sports program.
- Prepares or assists in the preparation of comprehensive reviews of the Combative Sports statute, rules and policies. Assists in the drafting, revising, coordinating, and adopting of rules and policies as required.
- Maintains internal TDLR contacts and maintains workload to ensure timely and consistent approval of events and enforcement of all complaints. Assists in investigations of suspected violations of statute, rules, administrative orders and regulations to ensure statewide compliance and enforcement of the Texas Combative Sports Act. Cooperates with inspectors, regulated community and prosecutors to ensure that complaints are successfully prosecuted in appropriate cases.
- Participates in training for combative sports inspectors and the regulated community. Assists in the training and evaluation of the performance of ringside officials; develops and provides educational materials; and conducts informational programs as needed.
- Serves as a liaison to staff, the regulated industry, governmental agencies, organizations, or the general public to explain and provide technical assistance on program specifics.
- Maintains contacts with counterparts in other states, the federal government, other agencies, local governments, and industry groups to coordinate, develop, improve, and/or recommend solutions in the program.
- Interprets and responds to correspondence and telephone inquiries regarding the Texas Combative Sports Act; agency policies; and program activities.

- Assists in the administration of contracts for services required for compliance of and enforcement with requirement at program events in accordance with Department rules, procedures, and other controlling state and federal statutes, rules, and procedures. Assists in monitoring contractors to ensure satisfactory performance and compliance with the contract and statute.
- Assists in the collection, organization, and/or preparation of materials in response to requests for program information and reports.
- Provides assistance to the Combative Sports Advisory Board.
- Works with agency staff in the development and integration of program policies and procedures.
- May train, mentor, evaluate, and monitor the work of others, including contractors.
- 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.
- 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.
- Adheres to all TDLR personnel policies and performs related work as assigned.

### **Required and Preferred Qualifications**

- Graduation from a standard senior high school or GED equivalent is required.
- Two years of experience in the regulation and/or inspection of combative sports events or administration of a similar governmental program is required.
- Graduation from an accredited four-year college or university is preferred and may substitute for one year of the experience requirement.
- Experience in the combative sports industry, including but not limited to combatants, contestants, promoters, matchmakers, and/or officials is preferred and may substitute for the experience requirement on a two-year for one-year basis.
- 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.
- Willingness to travel up to 50% for work-related purposes is required. Daily travel is required and may be extensive and include overnights and weekends. Use of personal vehicle for work-related travel is required in compliance with State and Agency travel rules and procedures.
- Willingness to work irregular hours, including evenings, weekends, and holidays as workload requires.
- Two years of experience writing inspection or investigation reports is preferred.
- Experience with Microsoft Office Suite software, web-based communications, mobile devices, and web-based research is preferred.
- Experience providing training to others is preferred.
- Bilingual in Spanish is preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of the combative sports industry regulated by the Department; administrative rule-making process; and combative sports laws and rules.
- Knowledge of public administration, of research techniques; and of program and management techniques.
- Skill in the use of MS Office Suite software.
- Excellent customer service skills and attention to detail are essential.
- Ability to maintain confidential and sensitive information.
- Ability to explain policies and procedures to staff and to the regulated community.
- Ability to interact professionally and work effectively with internal and external customers in a very busy environment with frequent interruptions and short deadlines.
- Ability to interpret and evaluate statutes, rules and policies.
- Ability to gather, correlate, and analyze facts.
- Ability to devise solutions to problems.
- Ability to prepare concise reports.
- Ability to train employees/contractors.
- Ability to establish and maintain effective and courteous working relations with a variety of individuals, groups, boards, and other governmental agencies.

### **Physical and Mental Requirements**

- Must be able to walk, sit, or stand for extended periods of time.
- Must be able to perform data entry, type, and operate standard office equipment and computer software.
- Must be able to climb stairs, stoop, bend, squat, crawl, and work in confined, cramped places.
- Must be able to lift equipment and supplies weighing up to 50 lbs.
- Specific vision abilities required by this job include close vision and distance vision, with or without glasses or contacts.
- Ability to hear a forced whisper in the better ear at 5 ft., with or without a hearing aid.
- Ability to work outdoors in adverse weather conditions.
- Position involves noise exposure exceeding 90 decibels or more.

### **Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### **HOW TO APPLY**

State of Texas applications may be submitted electronically through the Texas Workforce Commission's workintexas.com online system by the closing date stated on the job posting. Applications may also be downloaded through TDLR's website <https://www.tdlr.texas.gov/careers/> and emailed to [jobs@tdlr.texas.gov](mailto:jobs@tdlr.texas.gov). For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted via email must be received by 11:59 p.m. on the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. 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. Applicants are solely responsible for timely delivery of applications by the deadline. All applicants must submit a thoroughly completed application, answering all applicable questions. 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.

### **SELECTIVE SERVICE REGISTRATION**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

### **E-VERIFY**

This employer 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 is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

### **TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.*