



Working title: Compliance Specialist

Class title: Program Specialist III

Posting No.: 0306-26

Opening Date: 03/17/2026

Closing Date: Open Until Filled

Location: Bush Building, 1801 Congress Ave. Austin, TX 78701

Class Code: 1572AE

FLSA: Admin-Exempt

Salary Group/Salary: B19, \$48,244.08 - \$62,136.00/yr.

Division: Charitable Bingo

Number of positions: 1

General Description

Performs complex (journey-level) consultative services and technical assistance work. Work involves planning, developing, and implementing the testing and/or approval of bingo equipment and supplies. Duties include the coordination and tracking of bingo equipment and supplies performed by the division; the reviewing and processing submissions for approval of bingo equipment and supplies; assisting in the development of bingo publications; assisting in training division and agency staff, licensees, other governmental agencies, and the public; and assisting in the research of bingo-related issues, trends, and other gaming activities. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. This position works in the Compliance Section and reports to the CBOD Director.

Essential Job Functions

- **Develops program planning, development, and implementation related to the testing and/or approval of bingo products to include:**
 - > Conducts testing of bingo equipment and supplies, including bingo paper, pull-tabs (instant and event tickets) and electronic card-minding devices and software.
 - > Tracks artwork and pull-tab ticket submissions received from manufacturers.
 - > Evaluates submissions and determines compliance or non-compliance to state regulations.
 - > Verifies that the components of the submissions display the information required by state regulation.
 - > Issues letters of approval, disapproval, or additional information required in accordance with state regulations.
 - > Maintains division files and related database(s) for division retention purposes and reports.
- **Participates in special projects such as:**
 - > Designs and organizes training programs and materials.
 - > Designs, develops, and prepares curriculums and course outlines.
 - > Selects or develops instructional methods, training aids, manuals, and other materials.
 - > Researches bingo trends and other forms of gaming statewide and nationally, develops databases, and analyzes and evaluates findings.
 - > Participates in various other special work projects, research projects and prepares reports as assigned.
- **Performs administrative duties such as:**
 - > Assists in processing open records requests.
 - > Assists in formulating the Annual Report or other reports or publications.
 - > Prepares justifications for and assists in implementing procedural or policy changes.
 - > Writes procedures.
 - > May develop policy and procedure manuals.
 - > May train or prioritize the pull-tab related work of others.
- **Performs related duties as assigned.**

Required and Preferred Qualifications

- Graduation from an accredited four-year college or university is required with major coursework in criminal justice, legal studies, government, public or business administration, or a related field is required. (Experience in program or project planning, development, and implementation, in excess of the required two years, may be substituted for college on a year for year basis.)
- Two years experience in program or project planning, development, and implementation is required.
- Two years experience examining or auditing applications and/or documents to ensure legal compliance and completeness is required.

- Experience organizing and prioritizing multiple simultaneous projects or tasks is required.
- Experience with Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook or other email application software is required.
- Willingness to work irregular hours (evenings, weekends, and holidays) as needed is required.
- Willingness to travel up to 10% is required.
- Experience in the testing of equipment, supplies, or tickets is preferred.
- State or federal government regulatory experience, including licensing, enforcement, and/or administrative law and procedures is preferred.

Knowledge, Skills, and Abilities

- Knowledge and understanding of the Bingo Enabling Act and of the Charitable Bingo Administrative Rules.
- Knowledge of program management planning and implementation.
- Skill in the use of a personal computer, including experience with Microsoft Word, Excel, PowerPoint, and Outlook.
- Must possess good analytical and research skills.
- Proficient skills in spelling, punctuation, sentence structure, and grammar.
- Skill in exercising sound judgment and effective decision-making.
- Ability to research and comprehend gaming regulations.
- Ability to verify numerical detail; and to select and develop pertinent data.
- Ability to prepare reports.
- Ability to train others.
- Ability to coordinate multiple priorities and function effectively in a fast-paced environment.
- Ability to work well under pressure and meet deadlines.
- Ability to analyze and process sensitive information and maintain strict confidentiality.
- Ability to evaluate an application for compliance and effectively communicate findings and recommendations to co-workers, license holders, and management.
- Ability to develop and evaluate policies and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to communicate on a professional level with the public, management, and co-workers.
- Ability to work independently and within a team environment with an emphasis on team environment.
- Ability to establish and maintain effective working relationships with co-workers, industry representatives and license holders, and the public.
- May be required to complete division or Commission training to enhance job-related skills.

Physical and Mental Requirements

- Ability to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment and computer software.

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

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> or to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received 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 may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

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.