



Working title: Vehicle Safety Programs Specialist

Class title: Program Specialist V

Posting No.: 0319-26

Opening Date: 03/31/2026

Closing Date: Open Until Filled

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

Class Code: 1574T1

FLSA: Administrative-Exempt

Salary Group/Salary: B21, \$60,000.00 - \$67,000.08/yr.

Division: Compliance

Number of positions: 1

General Description

Performs advanced (senior-level) consultative services and technical assistance work. Conducts inspections, assessments, analysis, investigations, and serves as a liaison to ensure compliance with program laws and rules and identify consumer and public safety issues that can affect citizens of Texas for the Electric Vehicle Supply Equipment, Transportation Network Companies, Delivery Network Companies, Motorcycle and ATV Operator Safety, and Driver Education and Safety programs. The Vehicle Safety Programs Specialist will also provide consultative services and technical assistance to program staff, agency staff, advisory board, governmental agencies, the industries, and the general public on all aspects of their assigned programs. Duties include performing inspections and audits; rendering interpretations and opinions on statutes, rules, and regulations; preparing and disseminating administrative and technical materials; performing research; public outreach and training; and working with Department staff to establish and accomplish section objectives. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. This position reports to the Consumer Protection Manager.

Essential Job Functions

- Performs a variety of technical, training, research, planning, policy, program assessment, and administrative activities related to Electric Vehicle Supply Equipment, Transportation Network Companies, Delivery Network Companies, Motorcycle and ATV Operator Safety, and Driver Education and Safety programs.
- Oversees and travels to conduct inspections, field surveys, assessments, or investigations to ensure compliance with applicable codes, laws, rules, and regulations for the Electric Vehicle Supply Equipment and Motorcycle and ATV Operator Safety programs, often using specialized field-testing equipment.
- Evaluates program impacts and coordinates with staff and other state, federal, and regulatory agencies, and various groups on public issues to address and mitigate identified issues.
- Serves as agency liaison for explaining program statutory requirements, trains other agency staff on requirements, and coordinates technical assistance efforts by working with the general public, department staff, inspectors, regulated individuals and entities, government officials, advisory groups, and other interested parties to determine trends, research solutions, and resolve technical, administrative, and operational problems/inquiries
- Evaluates program data and metrics to make recommendations to the Consumer Protection Manager on technical matters including requests administrative rule changes or issues discovered during inspections and audits.
- Coordinates and performs assessments to ensure compliance with statutes and rules including monitoring of agency policies and program-related materials.
- Coordinates the collection, organization, analysis and preparation of educational, technical, and administrative materials including specialized research projects, reports, studies, memorandums, bulletins, web content, training, and other materials in response to requests for program information.
- Analyzes legislation to develop recommendations for policy, and programmatic issues relating to the prioritization, implementation, improvement, and expansion/reduction of program requirements and assists in drafting complex rules and standards.
- Prepares correspondence, compiles reviews and submits reports/records; oversees and evaluates program activities; and develops procedures to comply with applicable laws, codes, and standards.
- Addresses technical and administrative inquiries associated with related assigned programs and other industry related matters.
- Develops and presents training for Agency staff, stakeholders, and the regulated communities on matters related to assigned programs.
- May represent the department by presenting to various advisory boards and when interacting with regulated industries, inspection agencies, state and local authorities to ensure compliance with applicable requirements.

- Conducts research and provides technical recommendations as needed.
- Establishes procedures on conducting incident/accident investigations, including establishing the priorities and methods of securing evidence.
- Plans, develops, recommends, monitors, and updates program guidelines, policies, and procedures as well as web content, program materials, and manuals.
- Represents the agency regarding assigned programs and issues at conferences, industry meetings, and serves as a keynote speaker for various industry events throughout the state.
- 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 of staff and teams.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs other related duties required to maintain field operations.

Required and Preferred Qualifications

- Graduation from a standard senior high school or GED equivalent is required.
- Four years of experience in regulatory programs compliance, inspection, enforcement, or technical instruction is required.
- Willingness to travel up to 30% for work-related purposes is required. Use of personal vehicle for work-related travel is required in compliance with State and Agency travel rules and procedures.
- Willingness to work extra hours, evenings, weekends, and holidays, as workload requires.
- 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.
- Graduation from an accredited four-year college or university is preferred and may substitute for two (2) years of the four-year experience requirement.
- Four years of experience performing instruction, evaluations, inspections, technical or safety audits, compliance, or development duties in areas related to highway or energy infrastructure technologies, transportation energy technologies and alternative fuels; motorcycle safety and education; and/or driver education and traffic safety is preferred. Experience may include duties such as technical analysis, program review, or assessment of public-facing impacts.
- Four years of experience in regulatory compliance, inspection, enforcement, or technical instruction within a TDLR state-regulated industry is preferred.
- Must successfully complete a basic motorcycle operators' course and obtain a valid Class M motorcycle license within 1 year of employment and successfully complete a Motorcycle Instructor Preparation Course and obtain a Motorcycle Instructor License within 3 years of employment.
- Currently licensed as an instructor for motorcycle or driver education safety is preferred.
- Valid Class M motorcycle license is preferred.
- Experience providing training to others is preferred.
- Experience with Microsoft Office software is preferred.

Knowledge, Skills, and Abilities

- Knowledge of highway safety and transportation related programs, state, federal and department laws and rules for related programs.
- Knowledge of public administration and program management processes and techniques.
- Knowledge of training methods, especially as they relate to electrical, energy technologies, combustion technologies/alternative fueling, or transportation technologies.
- Knowledge of research techniques; and of program evaluation and management processes and techniques.
- Skill in the use of photographic, laboratory, technical equipment, field-testing equipment, and detection devices.
- Ability to quickly learn and adapt to rapidly changing industry standards, technologies, and testing equipment.
- Skill in identifying measures or indicators of program performance.
- Skill in the use and operation of personal computers, web-based communications, mobile devices, and Microsoft Office software.
- Ability to conduct thorough inspections and report accurate results.
- Ability to manage workload in an organized and effective manner.
- Ability to effectively negotiate and bring resolution to compliance/enforcement matters.
- Ability to develop, evaluate, interpret, and explain assigned programs' statutes, rules, policies, and procedures.

- Ability to understand, interpret, and explain complex statutes, rules, and other technical materials related to assigned programs.
- Ability to gather, assemble, correlate, and analyze facts and to devise solutions to problems.
- Ability to understand and accurately interpret policies/procedures.
- Ability to train others.
- Ability to establish and maintain effective working relationships.
- Ability to perform bill analysis, process improvement, and bill and/or program implementation.
- Ability to communicate effectively verbally and in writing.
- Ability to make presentations to interested groups and provide testimony in public meetings and in hearings.

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 25 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 in construction/industrial areas and outdoors in adverse weather conditions.
- Position may involve exposure to chemicals, gas, and noise.
- Position may involve exposure to dangerous machinery and/or electrical danger.

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.