



Working title: AHT Management Analyst

Class title: Management Analyst III

Posting No.: 0405-26

Opening Date: 04/13/2026

Closing Date: Open Until Filled

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

Class Code: 1687

FLSA: Administrative-Exempt

Salary Group/Salary: B23, \$79,587 - \$85,740/yr.

Division: Agency Operations and Outreach

Number of positions: 1

General Description

The Anti-Human Trafficking (AHT) Management Analyst provides advanced (senior-level) organizational, policy, and intelligence analysis to support the AHT Division's mission of combating labor and sex trafficking within the agency's regulated industries. This role focuses on evaluating and improving the efficiency and effectiveness of division operations, while also gathering and analyzing data to strengthen investigative and prosecutorial strategies. The Management Analyst conducts organizational and work simplification studies, reviews systems and procedures, monitors performance metrics, and prepares operations and procedures manuals to assist management in operating more efficiently and effectively. In addition, the AHT Management Analyst interprets trafficking-related data and trends to identify risks, improve processes, and recommend policy or operational changes. The Management Analyst also provides professional assistance work for the Director, including coordinating high-level administrative operations of the division. Work requires frequent collaboration with division leadership, investigators, attorneys, other agency divisions, and external stakeholders. Works under limited supervision, with considerable latitude for the use of initiative and independent judgement when handling sensitive or confidential information. This position reports to the Director of Anti-Human Trafficking.

Essential Job Functions

- Collect and analyze data in areas such as workload, operational, business, and managerial practices; staff utilization; organizational structure and development; and space utilization to strengthen the division's efforts to identify, investigate, and prosecute human trafficking cases.
- Develops, monitors, and evaluates division and organizational policies, procedures, and goals with a strong focus on combating human trafficking; including those resulting from new human trafficking legislation, and conduct training for staff on updated laws, procedures, and policies.
- Support the director and executive office in analyzing proposed human trafficking legislation, preparing cost estimates, and drafting bill analyses.
- Consult with management to initiate studies relating to trafficking; identify priorities; and define study scope, purpose, objectives, time frames, and resource requirements.
- Assess training needs of staff regarding human trafficking awareness, investigative procedures, and trauma-informed practices; develop and deliver training or arrange for external resources.
- Ensure compliance with agency training requirements, policies, and procedures, upholding the agency's core values and fostering a spirit of teamwork.
- Monitor, evaluate, recommend, and oversee changes to division digital analytics, reports, forms, and all revisions to the division's procedures and webpages to ensure clear and accurate representation of anti-trafficking enforcement activities.
- Oversee aspects of the division's case management systems, monitoring, troubleshooting, and recommending changes to strengthen trafficking-related data collection and case tracking while interpreting historical, current, and projected data to identify trafficking-related trends, challenges, and areas for which procedural or system changes are needed.
- Keep management informed of ongoing activities, emerging trends in trafficking, and critical issues affecting agency operations
- Research new or improved business and management practices for application to human trafficking enforcement and victim-centered operations.
- Compile and analyze the division's monthly trafficking-related performance measures and contribute to strategic planning and legislative appropriations requests.
- Conduct statistical and investigatory research using data analysis tools and relational databases to identify patterns, risks, and emerging trends; including investigative efforts tied to human trafficking, and assist in setting performance targets to measure division success.

- Prepare complex reports for the director, agency leadership, and external stakeholders, including trafficking case outcomes, workload statistics, and program effectiveness.
- Prepare and/or proof for accuracy various documents, including correspondence, memos, meeting notices and agendas, charts, presentation slides, handouts, forms, and spreadsheets.
- Assist the director for internal and external meetings (e.g., commission meetings, advisory boards, legislative briefings, industry outreach, conferences), by preparing materials (developing presentation and handout materials), coordinating calendars, and providing subject matter support on trafficking issues. Accompany the director at meetings when needed.
- Provide professional, respectful, and trauma-informed customer service when responding to internal and external inquiries related to trafficking investigations or outreach; ensuring accurate, timely, and professional communication when interacting with stakeholders, complainants, or survivors.
- Keep management informed of ongoing activities, emerging trends in trafficking, and critical issues affecting agency operations.
- Communicate objectives, tasks, and decisions to staff on behalf of the director.
- Adhere to all Texas Department of Licensing and Regulation Personnel Policies and perform related duties as assigned.

Required and Preferred Qualifications

- Graduation from a standard senior high school or GED equivalent is required.
- Four (4) years of experience in methods analysis, management, statistical and investigatory research, data and policy analysis, organizational study and development, or methods and systems work is required. (Graduation from an accredited four-year college or university with a degree may be substituted for the four years' experience requirement.)
- Willingness to work extra hours as required. (Extra hours include weekends, holidays, and nights.)
- Willingness to travel up to 5% for job-related purposes is required. Use of rental or personal vehicle for work-related travel is required in compliance with State and Agency travel rules and procedures.
- Must possess a valid Class C driver's license.
- Graduation from an accredited four-year college or university with major coursework in data analytics, mathematics, finance, statistics, business administration, organizational leadership, criminal justice, or a related field is preferred.
- Experience in regulatory, compliance, or quality assurance roles is preferred.
- Experience conducting policy analysis, program evaluation, or performance measure reporting is preferred.
- Experience with anti-human trafficking initiatives or survivor-centered practices is preferred.
- Experience using computers, including Microsoft Excel and PowerPoint is preferred.

Knowledge, Skills, and Abilities

- Knowledge of organizational development and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures. This includes methods and procedures analysis techniques, work simplification methods, forms and records design and control procedures.
- Knowledge of statistical analysis, including the use of quantitative and qualitative methods to evaluate performance measures, workload trends, and outcomes related to human trafficking enforcement.
- Knowledge of the principles and practices of public administration, regulatory practices and terminology, and basic legal concepts such as jurisdiction, notice, and due process.
- Knowledge of investigative methods, rules of evidence, and agency policies and procedures relevant to inspections, enforcement, and human trafficking investigations.
- Knowledge of state and federal statutes, rules, and regulations applicable to agency programs, with a particular emphasis on anti-human trafficking laws and initiatives.
- Skill in using computers and office equipment efficiently, with advanced proficiency in Microsoft Office applications (Excel, PowerPoint, Word, Outlook, Teams).
- Skill in conducting Internet and background research, including crowdsourcing methods, and in creating or using GIS or other electronic databases to support trafficking-related analysis.
- Strong written and verbal communication skills, including the ability to prepare and edit complex statistical reports, investigative reports, legal or business correspondence, and policy documents.
- Ability to handle high-level administrative issues; to analyze and solve work-related problems; to communicate effectively, and to provide guidance to others.
- Ability to establish and manage priorities, goals, and objectives while responding to rapidly changing circumstances, including urgent trafficking-related cases.
- Ability to develop, interpret, and implement policies, procedures, and training materials that support anti-human trafficking enforcement and prevention initiatives.
- Ability to analyze workloads, work processes, and performance trends to identify key indicators of success in anti-human trafficking programs.

- Ability to conduct research projects, analyze data using deductive reasoning, and apply findings to improve program outcomes.
- Ability to evaluate complex problems, develop alternative solutions, and conduct organizational studies that improve efficiency and effectiveness.
- Ability to exercise sound independent judgment and decision-making while handling sensitive and confidential information.
- Ability to build and maintain effective working relationships with staff, investigators, attorneys, external stakeholders, and the public, and to provide professional, respectful, and trauma-informed customer service.

Physical and Mental Requirements

- Must be able to sit or stand for extended periods of time, work well in stressful situations under strict 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.