



**Working title: Assistant Medical and Health Professions
Program Specialist**

Class title: Program Specialist IV

Posting No.: 0523-26

Opening Date: 05/26/2026

Closing Date: Open Until Filled

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

Class Code: 1573

FLSA: Admin-Exempt

Salary Group/Salary: B20, \$67,000.08-68,427.96/yr.

Division: Compliance/Health & Wellness

Number of positions: 1

General Description

Performs highly complex (senior-level) consultative services and technical assistance work. Coordinates the administration, planning, development, and implementation of assigned Medical, Health, and Wellness (MHW) programs, focusing on Sanitarian, Code Enforcement, Dietitian Programs. Supports several other Health and Wellness programs and interstate license reciprocity initiatives. Work involves the planning, developing, and implementing Health and Wellness programs and providing consultative services and technical assistance to Program staff across the MHW Section, Agency staff, related Advisory Boards, governmental agencies, regulated individuals and entities, and the general public on all aspects of assigned Programs. May train others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Some travel is required. This position reports to the Health and Wellness Manager.

Essential Job Functions

- Performs an array of technical, training, research, planning, policy, program assessment and administrative activities for assigned Health and Wellness programs.
- Coordinates and collaborates with program staff in the planning, development, implementation, analysis and documentation of educational programs and initiatives related to the Health Profession programs. Will assist in license reciprocity research to expand license reciprocity programs with other states.
- Monitors, reviews, and evaluates compliance with licensing requirements, statutes, rules, policies, and procedures.
- Develops and implements effective techniques for studying, analyzing, and evaluating program operations, identifying areas needing change, and recommending and developing plans to improve or to address areas of concern to produce more effective programs.
- Reviews, and evaluates information on service delivery methods, performance outputs, and other activities to identify gaps in resources and recommend and implement improvements to resolve technical problems within the programs.
- Serves as an agency liaison by interpreting and explaining program statutory requirements, trains 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.
- Prepares administrative reports, studies, recommendations, and specialized research projects.
- Collects, organizes, analyzes, and/or prepares materials to disseminate in response to requests for program information and reports.
- Assists in developing administrative rules, policies, procedures, and manuals in accordance with program objectives and goals.

- Conducts training for Agency staff and the regulated community on matters related to Health and Wellness programs.
- May represent assigned programs at meetings, hearings, conferences, conventions, and seminars, and/or on workgroups, boards, panels and committees.
- Analyzes legislation to develop recommendations for policy and programmatic issues relating to implementation and/or improvement of Health and Wellness programs.
- Develops and assists in the integration of new rules, requirements, methods, and procedures.
- Assists in preparing justifications for the implementation of procedural or policy changes.
- Provides assistance to other Section staff in the administration of other Section programs.
- Complies with division and/or agency training requirements.
- 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.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- 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.
- Willingness to travel up to 10% 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, including evenings, weekends, and holidays as workload requires.
- Must possess a valid driver's license, proof of auto liability insurance, and an acceptable driving record from the Department of Public Safety
- Four (4) years of experience in the administration of a program/business/industry or governmental program required. (Graduation from an accredited four-year college or university with major course work in a field relevant to assignment may be substituted for two (2) years of the required experience.)
- Graduation from an accredited four-year college or university with major course work in a field relevant to assignment is preferred.
- Four years of experience in the development, evaluation and/or implementation of state regulatory programs is preferred.
- Experience making presentations and/or giving testimony in meetings or hearings is preferred.
- Experience in researching, analyzing, and interpreting laws, rules, policies and procedures is preferred.
- Experience in writing business correspondence, e-mail replies, reports, etc. is preferred
- Experience representing organization at meetings, conferences, conventions, seminars boards, or committees is preferred.
- Experience analyzing and implementing legislation or rule changes is preferred.
- Experience in providing training to others is preferred.
- Experience with Microsoft Office software is preferred.

Knowledge, Skills, and Abilities

- Knowledge of local, state, and federal laws related to the Medical, Health, and Wellness (MHW) program areas.
- Knowledge of medical and health professions programs, methods of service delivery, and codes of ethics.
- Knowledge of general practices relative to the regulation of medical and health professions.
- Knowledge of public administration and program management processes and techniques.
- Knowledge of statistical analysis processes.
- Knowledge of research techniques.
- Knowledge of training techniques.
- Knowledge of program planning and implementation.
- Knowledge of the professions.

- Skill in identifying measures or indicators of program performance.
- Skill in the operation of computers and applicable computer software, including Microsoft Office applications.
- Ability to quickly learn and understand new programs and duties.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to devise solutions to problems; to prepare concise reports.
- Ability to develop, evaluate, and interpret policies and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively, verbally and in writing.
- Ability to train others.
- Ability to provide friendly, caring service to citizens, the regulated community, and employees of the Department.
- Ability to work well under deadlines.

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, fumigants, 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.