

TEXAS DEPARTMENT OF AGRICULTURE

COMMISSIONER
SID MILLER

JOB POSTING 15-578-2R

POSITION DESCRIPTION

PROGRAM REVIEW SPECIALIST

CLASSIFICATION TITLE: Auditor III

CLASSIFICATION NO: 1046

LOCATION: San Antonio

SALARY: B19, \$4,250-4,650.00/MO.

FLSA: Nonexempt

JOB OBJECTIVE: Manage and evaluate agreements in compliance with federal and state policies and procedures regarding programs administered by the Food and Nutrition (F&N) Division of the Texas Department of Agriculture (TDA). Conduct on-site monitoring reviews of sponsors/providers.

ESSENTIAL DUTIES:

1. Conduct administrative reviews according to all federal and states rules and regulations for F&N administered nutrition programs.
2. Monitor and evaluate sponsor/provider compliance performance, including internal controls systems, financial viability, accountability and capability by completing administrative and on-site reviews to determine compliance with federal and state regulations.
3. Notify sponsors/providers of required corrective actions; evaluate and approve corrective action plans for compliance with state and federal program policies, procedures and regulations; and recommend adverse actions up to and including contract termination.
4. Make training recommendations to contractors and/or require training for deficiencies, as appropriate.
5. Investigate complaints, evaluate and resolve audit issues, prepare appeal documents and testify at appeal hearings.
6. Assist contractors in resolving claims, advances and reimbursement issues.
7. Provide complex technical assistance and assistant with staff and contractor/provider training, as needed.
8. Prepare and maintain timely updates to staff that are responsible for statewide reporting systems.
9. Prepare and submit accurate and timely reports concerning contract management including monitoring and other field activities.
10. Utilize program expertise to carry out special assignments and projects to include representing assigned area at planning sessions, committees, workgroups, meetings and conferences to address significant issues.
11. Provide input in the development and implementation of F&N procedures and standards for TDA.
12. Adhere to established work schedule with regular attendance.
13. Follow all TDA safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

14. Evaluate, develop, implement and/or participate in appropriate outreach activities to increase participation in F&N programs.
15. Assist with special projects, as assigned.
16. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university (one year of work experience related to the essential duties may substitute for one year of college);
- Minimum three years work experience in program or contract management, evaluation, monitoring or administration;
- Work experience in analyzing and evaluating budgets, fiscal documents or accounting control systems;
- Work experience preparing accurate, concise reports and interpreting rules and regulations;
- Valid Texas driver's license and an acceptable driving record*; and
- Required to travel up to 70% of the work period.

PREFER:

- Experience making presentations to groups of people;
- Knowledge of USDA regulations for Child Nutrition programs; and
- Bilingual speaking ability in both English and Spanish.

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KNOWLEDGE, SKILLS AND ABILITIES (The application must specifically state how each of the following qualifications are met):

- Working knowledge of compliance monitoring;
- Knowledge of accounting principles;
- Knowledge of risk management practices;
- Strong math aptitude;
- Effective verbal/written communication, human relations, analytical, planning, organizational, time management skills;
- Skill in providing excellent customer service to both internal and external customers;
- Skill in operating a personal computer with word processing, database, spreadsheet and presentation software;
- Effective critical thinking skills;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to interpret and accurately apply the regulations of federal and state programs;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to make presentations to groups of people;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain highest level of confidentiality.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment, mostly sedentary in nature. May involve walking; standing; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. May include travel, including overnight and by plane or car; and working overtime, to include evenings and weekends as needed.

A skills exercise will be conducted at the time of the interview.

This position will be located at 8918 Tesoro Drive, Suite 120 – San Antonio, TX 78217

** A valid Texas driver’s license and an acceptable driving record are required. TDA will verify this information with the Texas Department of Public Safety.*

The Texas Department of Agriculture is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors. Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Office at 512-463-7648. 1-800-RELAY TX (for hearing impaired).

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, TDA may conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.

Website: www.TexasAgriculture.gov

Email: TDAJobs@TexasAgriculture.gov

TDA participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

[* E-Verify Participation Poster \(English\)](#)

[* E-Verify Participation Poster \(Spanish\)](#)

[* Right to Work Poster \(English\)](#)

[* Right to Work Poster \(Spanish\)](#)

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To apply for this position, please complete the electronic State of Texas Application for Employment through www.WorkInTexas.com or submit a State of Texas Application for Employment to TDA, Attention Human Resources, P.O. Box 12847, Austin, Texas, 78711-2847, or by fax at (512) 800-1574, or in person at 1700 North Congress Ave., 11th Floor Reception Desk, Austin, Texas , 78701, or by email to TDAJobs@TexasAgriculture.gov.