

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov

State Title: Training Spec II
Functional Title:
Job Posting: 16266
Monthly Salary: \$2805.00 - \$3197.70
Salary Group: B15
Posting Date: 05/20/2016
Close Date: 06/06/2016
Section/Division: Staffing & Classification Section/ Human Resources & Staff Services Div
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2322

Job Description:

Coordinates agency training activities for the Training team of Human Resources and Staff Services (HRSS) Division of the Texas Commission on Environmental Quality (TCEQ). Communicates information, and provides technical assistance to agency staff regarding training initiatives, programs and procedures. Resolves customer problems by phone, email or in person. Monitors the training team email inbox. Proctors classes; sets up classrooms, and organizes and prepares materials, resources, and supplies for training courses; ensures presentation and materials are current, and recommends modifications as appropriate. Coordinates training schedules and activities in support of training programs; selects outside training vendors and other contractors to develop and provide in-house training to meet specialized agency training needs; monitors performance of training contracts and ensures payment of invoices. Utilizes the Pathlore Learning Management System (LMS) to add classes, update rosters and edit transcripts. Creates and distributes class rosters. Assists in the design, development, delivery, and maintenance of classroom curricula, eLearning curricula and other materials; and provides back up for other training team staff.

Military Occupational Specialty (MOS) Codes:

PS, 120x-RL, YN, 15, HRM13, 0911, 0577, 8803, 3S2X1, 8B000, 8b100, and 8T000

Minimum Qualifications:

90 semester hours from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR Three years of full-time experience in developing training curriculum and/or conducting training activities.

Preferred Requirements:

- Experience reviewing invoices and/or reconciling discrepancies.
- Experience coordinating employee training presentations and/or activities.
- Experience organizing and preparing materials and supplies for employee training courses.
- Experience proctoring training classes and/or scheduling and registering staff for training classes.

Special Requirements:

- Moving up to 20 pounds of boxed materials, records, reference works.
- Traveling up to 5% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer