

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto: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](http://www.tceq.texas.gov)

**State Title:** Management Analyst II  
**Functional Title:**  
**Job Posting:** 16291  
Monthly Salary: \$3763.16  
Salary Group: B20  
Posting Date: 06/21/2016  
Close Date: 07/06/2016  
Section/Division: Office Of Chief Clerk Section/ Office Of Chief Clerk Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 0243

### **Job Description:**

Performs complex professional administrative and policy analysis work for the Office of the Chief Clerk (OCC) of the Texas Commission on Environmental Quality (TCEQ). Analyzes and evaluates policies and procedures within the OCC; and documents current office processes ensuring efficiency and conformance to OCC and agency guidelines. Researches issues and develops recommendations for office process changes. Communicates with OCC and agency staff regarding OCC office processes and provides input regarding agency process that impact the OCC. Trains staff and provides guidance regarding changes in office processes. Represents the Director in public meetings and before the Commission; and facilitates public meetings, hearings and/or stakeholder meetings.

### **Military Occupational Specialty (MOS) Codes:**

35F, 35N, 35T, 35X, 30A, 25, 0510, and 8870

### **Minimum Qualifications:**

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), with a major in business, planning, environmental studies, accounting, computer science, related fields, or an area relevant to the position, plus four years of full-time experience conducting program and policy analysis work. One year of additional experience may substitute for each year (30 semester hours) of the required education.

A graduate degree in the above areas may substitute for one year of the required experience.

### **Preferred Requirements:**

Experience interpreting regulations and/or statutes.  
Experience with TCEQ policies and procedures.  
Experience with public speaking.

### **Special Requirements:**

Moving up to 25 pounds of paper/files/sound equipment.  
Traveling up to 19% 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