

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Internet: www.tceq.texas.gov

State Title: Program Specialist I
Functional Title:
Job Posting: 16293
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 06/27/2016
Close Date: 07/12/2016
Section/Division: Enterprise Support Section/ Information Resources Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 10339

Job Description:

Provides quality assurance/quality control of Central Registry data, completes technical duties involving the analysis, testing, and troubleshooting of data discrepancy among program areas across the agency. Monitors data validation, standards and duplication; and communicates and/or meets with applicable program area(s) on data discrepancies. Facilitates the analysis, review and maintenance of existing and future data models; evaluates data model effectiveness; and prepares reports on related recommendations. Sets up and maintains reference data tables, prepares "ad-hoc" and "canned" reports. Assists internal and external customers on Central Registry's core data requirements and available data reports. Perform data validation audits on system synchronization. Prepares and gives presentations to internal and external customers at seminars and trade fairs.

Military Occupational Specialty (MOS) Codes:

3A1X1, 001427, 0681, 0688, 0689, YN, OS, 641X-LDO, 205, and 360

Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus one year of full-time experience performing supervisory, managerial, professional or technical work which must include: analysis of work problems having an administrative aspect and interpretation of complex written material; or planning, organizing, and coordinating requirements for support services or program operations where a wide range of demands are involved, including interpretation of complex written material.

One year of full-time experience in an administrative capacity* may be substituted for each year (30 semester hours) of the required education.

OR A graduate degree in public administration, business administration, human resources administration, environmental resource management, planning, or in an area relevant to the position from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

*Administrative capacity is work where primary duties consist of performing administrative tasks of an office, excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Preferred Requirements:

Experience with database development or system integration.
Experience using Crystal Reports and developing reports from scratch.
Experience using Oracle databases, Microsoft Access.

Special Requirements:

Moving up to 25 pounds of documents.

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