

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: **Planner III**
Functional Title:
Job Posting: **16297**
Monthly Salary: \$4023.16 - \$4873.00
Salary Group: B21
Posting Date: 06/28/2016
Close Date: 07/13/2016
Section/Division: Implementation Grants Section/ Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 1808

Job Description:

Coordinates the planning, development, and implementation of programs and activities related to Texas Emissions Reduction Plan (TERP) for the Air Quality Division of the Texas Commission on Environmental Quality (TCEQ). Coordinates the planning, development, and implementation of TERP programs. Coordinates with management to establish priorities and deadlines, and ensures they are met. Oversees staff and assists with personnel management activities, which includes participating in the hiring process, staff development, and providing input into performance management. Collects, organizes, and analyzes data to assist in the development of TERP programs. Coordinates the development of program implementation documents. Communicates the status of program planning, development, and/or implementation; and facilitates open negotiations via telephone calls, correspondence, reports, and participation in related meetings and workshops. Serves as the staff liaison to interested parties outside of the organization. Prepares materials to be delivered/presented at various meetings regarding guidelines, policies, or procedures as they relate to the TERP program. Provides technical planning assistance related to policies, procedures, subject matter, and internal management directives for the TERP program development activities. Makes recommendations for policy revisions, and develops procedures for implementing plans and for measuring program progress. Provides technical assistance with reviewing applications submitted under the TERP incentive programs. Completes special projects to include researching and preparing special reports, and giving presentations.

Military Occupational Specialty (MOS) Codes:

35F, 59A, IS, OS, 641X-LDO, 21, 25, MGT15, MGT17, 3450, 2GoX1, 16RX, and 86Mo

Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus three years of full-time experience in planning, research, program analysis, or program management.*

A graduate degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), with a major in planning, economics, business or public administration, political science, environmental management, environmental science, or a closely related field may substitute for one year of experience.

* Program management is work where primary duties consist of planning, organizing, administering, and coordinating and/or overseeing projects related to a program of an organization.

Preferred Requirements:

Experience in coordinating, planning, and tracking deadlines.

Experience explaining technical information to others.

Special Requirements:

Moving up to 20 pounds of paper.

Traveling up to 10% 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