

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
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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:** Natural Resources Spec II  
**Functional Title:**  
**Job Posting:** 16311  
Monthly Salary: \$3081.33  
Salary Group: B17  
Posting Date: 07/11/2016  
Close Date: 07/25/2016  
Section/Division: Air Quality Section/ Air Quality Division  
Work Location: 12100 Park 35 Circle, Austin, TX  
78753  
Openings: One(1)  
Position #(s): 11212

### **Job Description:**

Assists with the development of non-point source emissions inventories for the Texas Commission on Environmental Quality (TCEQ). Assists agency staff in developing and coordinating emissions inventory projects, ensuring agency, division, and section project management procedures are followed. Conducts quality assurance reviews of moderately complex non-point source emissions data obtained from emissions inventory data sets and/or technical reports; and reviews and evaluates the techniques, methods, and procedures used to collect and estimate the environmental data. Conducts quality assurance reviews of moderately complex non-point source emissions inventory data in emissions inventory databases or modeling applications. Participates in and/or completes special projects, which includes researching and modifying basic emissions inventory data; compiling basic data for briefings and presentations of site specific emissions inventories; participating in team-oriented projects; and generating reports from the Texas Air Emissions Repository (TexAER) database system. Prepares slides, handouts, and other documentation pertaining to emissions inventory information for agency staff, regulated community, and the general public.

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

92W,72D, 8831, 8E000, and 9S100

### **Minimum Qualifications:**

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), with a major in a natural or physical science, engineering, environmental studies, or related field. One year of full-time experience in the field of environmental activities may be substituted for each year (30 semester hours) of the required education.

### **Preferred Requirements:**

Experience reviewing and assessing complex scientific or technical data in a work setting (including internships).  
Experience working with air related issues: modeling, emissions assessment, site assessments, permitting, monitoring, and/or other technical air issues.  
Experience with developing and managing contract work orders.  
Experience managing technical projects.

### **Special Requirements:**

Moving up to 40 pounds of files.

Traveling up to 10% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

**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