

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087  
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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** **Budget Analyst IV**  
**Functional Title:**  
**Job Posting:** **16374**  
Monthly Salary: \$4598.66 - \$5242.47  
Salary Group: B23  
Posting Date: 08/30/2016  
Close Date: 09/21/2016  
Section/Division: Federal Funds Section/ Budget & Planning Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 0989

### **Job Description:**

Provides support for the planning, development, coordination, implementation, and monitoring of complex grants in the Federal Funds Section of the Texas Commission on Environmental Quality (TCEQ). Monitors and provides analysis of grant work plan budgets on a routine basis to determine spending trends and provide technical assistance to ensure successful grant project completion. Assists program staff with developing grant applications to include grant work plans, budgets and financial details to ensure consistency with the grant solicitation. Completes special projects to include developing procedures, initiating special studies to define problems, and providing data to be used as the basis for management decisions. Reviews and processes federal grant awards/assistance agreements for compliance with state, federal, and agency policies and regulations. Maintains knowledge of current state and federal rules and regulations. Assists with preparing and conducting the TCEQ Annual Grants Management Workshop and other grant-related training.

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

36B, 36A, 020, 21, 30, 31, 32, F&S, FIN10, 3451, 3404, 3408, 3450, 8844, 65FX, and 65WX

### **Minimum Qualifications:**

Graduation from an accredited four-year college or university with a major course work in business, public administration, or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus three years of full-time experience in a professional or technical capacity involving budget preparation or analysis.

OR Four years of full-time experience in auditing, accounting, budget preparation, financial management, or statistical analysis; or other responsible analytical or professional work that provided a knowledge of programs, budget procedures, budget execution, budgetary and financial relationships with workloads of organizational elements organizational structure, and work processes of the organization.

Registration as a Certified Public Accountant or a master's degree from an accredited college or university with a major in public affairs, business administration, public administration, or a related field may be substituted for one year of the experience.

### **Preferred Requirements:**

Experience with grants, including application preparation, budget development, evaluation, and monitoring.

Experience in accounting, auditing, budget preparation and analysis, and performance measurement reporting work.

### **Special Requirements:**

Moving up to 20 pounds of files.

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