

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087
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State Title: **Planner II**
Functional Title:
Job Posting: **16117**
Monthly Salary: \$3520.33
Salary Group: B19
Posting Date: 01/07/2016
Close Date: 01/22/2016
Section/Division: Ambient Monitoring Section/ Monitoring Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0466

Job Description:

Assists in planning and coordinating air monitoring network activities for the Systems Planning & Implementation Unit of the Monitoring Division (MD) of the Texas Commission on Environmental Quality (TCEQ). Participates in the planning, implementation, organization, and coordination of network activities with other state, governmental, or private contractors. Assists with compiling and reviewing documentation that describes the operation of the network to ensure compliance with state and federal monitoring requirements. Prepares network related purchasing requests, agreements, and contracts to include developing evaluation criteria for contract proposals; assists with preparing, revising, and monitoring contract specifications to ensure compliance with State and Federal network objectives; and attends related meetings. Assists with developing federal grant work plans and budget proposals; coordinating with division staff to reconcile quarterly grant activities; and interpreting reports involving grant budgets and plans. Participates in and/or coordinates the review and evaluation of project procedures and guidance materials (e.g. Quality Assurance Project Plans, Standard Operation Procedures). Schedules and facilitates meetings with internal and external stake holders to ensure compliance with data quality objectives for the air monitoring networks.

Military Occupational Specialty (MOS) Codes: 35F, 59A, IS, OS, 641X, 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 two years of full-time experience in planning, research, program analysis, or program management.*

A graduate degree from an accredited college or university, with a major in planning, economics, business or public administration, political science, environmental management, environmental science, or a closely related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) 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:

Bachelor's degree from accredited college or university with a major in a natural or physical science, engineering, or environmental studies.

Experience working with environmental laws, regulations, and/or policies.

Experience preparing technical reports or other technical documentation.

Special Requirements:

Moving up to 30 pounds of instruments and equipment.

Traveling up to 20% 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 faxed or 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