

## 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)  
**Fax:** (512)239-0111

**State Title:** **Planner III**  
**Functional Title:**  
**Job Posting:** **16161**  
Monthly Salary: \$4023.16  
Salary Group: B21  
Posting Date: 02/04/2016  
Close Date: 02/18/2016  
Section/Division: Implementation Grants Section/ Air Quality Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 1732

### **Job Description:**

Monitors team activities related to legal action for the recovery of grant funds on non-compliant Texas Emissions Reduction Plan (TERP) grant contracts, including providing support to the Texas Commission on Environmental Quality (TCEQ) General Law Division and The Texas Attorney General, as well as, monitoring and enforcing the long-term obligations of TERP grant recipients. Works with management and the usage monitors to coordinate support for contracts referred to the General Law Division and to the Attorney General for legal action. Coordinates and makes recommendations concerning corrective actions, using established sanctions on grantees that did not fully meet usage requirements. Acts as backup for primary contact for TCEQ Bankruptcy Section. Prepares status reports upon request for TCEQ Bankruptcy and provides supporting documents for use in court proceedings. Analyzes, verifies, and interprets technical data associated with the tracking and reporting of NOX emission reductions. Monitors required performance reports for the use of grant funded equipment, and recommends appropriate corrective action when grantee is out of compliance with the contract. Assists with training other staff. Reviews and assists in evaluating usage data on an annual or semi-annual basis as determined by the program; coordinates and makes recommendations concerning corrective actions, using established sanctions on grantees not meeting usage requirements. Provides consultation services to grantees on usage reporting and disposition requirements. Assists with processing and evaluating disposition paperwork. Plans, organizes, and conducts training and workshops for grant recipients on contract compliance matters. Completes special projects as assigned to include performing research, preparing special reports, and giving presentations.

**Military Occupational Specialty (MOS) Codes:** 35F, 59A, 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, 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:**

Experience working with contracts or grants.

Experience gathering data provided by external customers.

**Special Requirements:**

Moving up to 20 pounds of files and reports.

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 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