

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: 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
Fax: (512)239-0111

State Title: Program Specialist V
Functional Title:
Job Posting: 16166
Monthly Salary: \$4023.16 - \$4410.07
Salary Group: B21
Posting Date: 02/08/2016
Close Date: 02/23/2016
Section/Division: Office Of Chief Clerk Section/ Office Of Chief Clerk Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2064

Job Description:

Leads the Notice Team of the Office of the Chief Clerk (OCC) for the Texas Commission on Environmental Quality (TCEQ). Coordinates and oversees team activities; assigns daily work flow for the public notice issuance business process, provides staff support, direction and training on existing and new processes, and coordinates assignments and/or projects. Establishes team priorities and deadlines; and assists with personnel management functions, to include interviewing, hiring and developing staff, performance management, etc. Provides guidance to agency staff regarding interpretation of statutory and regulatory requirements for public notice issuance, as well as team processes. Assures compliance with the Commission Rules and other relevant statutes. Oversees and ensures the accuracy of data entered into the Commissioners Integrated Database; analyzes data and creates and prepares reports to assist in program planning, in response to public information requests, legislative requests and in response to requests by other agency programs. Represents Division management in public meetings and before the Commission; and facilitates permit public meetings, hearings and/or stakeholder meetings. Develops, reviews, and updates guidance documents for the OCC involving the public notice process. Makes recommendations for process improvement changes.

Military Occupational Specialty (MOS) Codes: YN, 360, 0111, 3A1X1 and 3M0X1

Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus five years of full-time experience performing supervisory, managerial, professional or technical work which must include: analysis of work problems having an administrative aspect and interpretation of complex written material; or planning, organizing, and coordinating requirements for support services or program operations where a wide range of demands are involved, including interpretation of complex written material.

One year of full-time experience in an administrative capacity* may be substituted for each year (30 semester hours) of the required education.

A graduate degree in public administration, business administration, human resources administration, environmental resource management, planning, or an area relevant to the position, from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may be substituted for one year of the required experience

*Administrative capacity is work where primary duties consist of performing administrative tasks of an office, excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Special Requirements:

Moving up to 25 pounds of paper/files.

Traveling up to 19% 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