

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
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:	Planner I
Functional Title:	
Job Posting:	16176 (Re-Opened)
Monthly Salary:	\$3081.00
Salary Group:	B17
Posting Date:	04/28/2016
Close Date:	05/12/2016
Section/Division:	Implementation Grants Section/ Air Quality Division
Work Location:	12100 Park 35 Circle, Austin, TX 78753
Openings:	One(1)
Position #(s):	11345

Applicants who previously applied will still be considered and do not have to re-apply.

Job Description:

Assists with the planning, development, and implementation of policies and procedures of the Texas Emissions Reduction Plan (TERP) for the Air Quality Division of the Texas Commission on Environmental Quality (TCEQ). Participates in planning and developing rules, policies and guidelines for the TERP program; and assists with developing related guidance materials and checklists. Assists with the planning and administration of the application review and approval process for applications to the TERP program; and provides technical assistance with reviewing applications submitted under the TERP program. Provides guidance to agency staff regarding policies, procedures, and management directives of the TERP program development and planning activities. Assists in developing policies and procedures for the implementation of program plans and measurement of program progress. Provides information to potential applicants, manufacturers, and dealers on program requirements, application forms, and processes. Provides program information to the public at workshops, training events, and conferences. Works with and speaks to stakeholders, technology providers, engine dealers, and potential applicants to coordinate and stimulate interest in the TERP programs. Completes special projects as assigned including research, preparing special reports, and giving presentations.

Military Occupational Specialty (MOS) Codes: 35F, 59A, 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 one year of full-time experience in planning, research, program analysis, or program management.*

OR 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).

* 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.

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