

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
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State Title: Program Specialist I
Functional Title:
Job Posting: 16188
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 03/09/2016
Close Date: 03/23/2016
Section/Division: Permitting & Registration Support Sect./ Permitting & Registration Support Div.
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 4597

Job Description:

Perform routine consultative and technical work in the design, implementation and administration of registration, reporting, and filing processes for Industrial and Hazardous Waste (IHW), Medical Waste, Used Oil, Sludge, and Enclosed Container Programs for the Texas Commission on Environmental Quality (TCEQ). Reviews forms/filings/reports to determine compliance; processes electronic and manual forms/filings/reports. Provides information and outreach to staff and the regulated community via telephone, correspondence, meetings, and e-mail. Assists in the development of processes and training. Assists in updating procedural manuals. Compiles information, provides consultative services, and prepares administrative reports to assist with the resolution of problems and disputed technical issues. Discusses related issues with public and private entities to monitor and assess program effectiveness. Participates in special projects as assigned. Prepares, coordinates, and ensures completion of Public Information Requests. Maintains related processes, procedures, and tracking databases. Prepares correspondence as required.

Military Occupational Specialty (MOS) Codes: YN, OS, 641X-LDO, 205, 86MO, 60Co, and 8056

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 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.

OR A graduate degree in public administration, business administration, human resources administration, environmental resource management, planning, or in an area relevant to the position from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

*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.

Preferred Requirements:

Experience using word processing, database, and/or spreadsheet software.
Experience working with the Texas Administrative Code Rules and Regulations.

Special Requirements:

Moving up to 20 pounds of paper.

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 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