

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: Training Spec IV
Functional Title:
Job Posting: 16189
Monthly Salary: \$3520.33 - \$4012.80
Salary Group: B19
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): 7887

Job Description:

Reviews and approves educational and training manuals/courses for the Occupational Licensing Programs of the Permitting and Registration Support Division. Reviews and approves training methods, designs, materials, manuals, techniques, objectives, and curriculum. Reviews for technical content and ensures compliance with agency and program rules and or guidelines. Conducts electronic or in person audits of approved training to determine compliance with agency rules and guidance documents. Communicates with internal and external customers regarding approval of training course /materials. Works with various related professional groups, committees, internal and external customers to identify and coordinate licensee training needs. Makes presentations related to training activities. Composes, evaluates, and revises occupational licensing examinations, regulatory guidance documents, program policies, and rules regarding training. Tracks and maintains training requests in a database, ensuring data is accurate, timely, and conforms with approved agency data standards. Maintains electronic training records in the TAPC and CCEDS database. Follows SOPs on data standards and timelines for data entry. Maintains organized paper training records and manuals in the appropriate files. Administers, grades, and maintains licensing examinations. Must be eligible to use the Department of Public Safety's Secure Criminal History database.

Military Occupational Specialty (MOS) Codes: PS, 120x-RL, YN, 15, HRM13, 0911, 0577, 8803, 3S2X1, 8B000, 8b100,and 8T000

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 developing training curriculum and/or conducting training activities that includes the application of training methods, techniques, and materials for employee training, staff development, or secondary education.

OR A graduate degree in education, environmental science, environmental health, or public administration from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR Five years of full-time experience in developing training curriculum and/or conducting training activities that includes the application of training methods, techniques, and materials for employee training, staff development, or secondary education.

Preferred Requirements:

Degree in engineering, environmental/natural sciences, or related field.

Experience with technical training, presentations, or curriculum.

Experience in water or wastewater permitting, design, evaluation, compliance, enforcement, operation or training.

Experience providing customer service via phone, email, or in person.

Experience managing multiple priorities and projects

Special Requirements:

Moving up to 15 pounds of paper/supplies.

Traveling up to 25% 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