

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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



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State Title: **Planner I**
Functional Title:
Job Posting: **16223**
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 04/08/2016
Close Date: 04/25/2016
Section/Division: Ambient Monitoring Section/ Monitoring Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0539

Job Description:

Assists with project management, including budgeting, contracts, purchasing, and review of technical documents related to monitoring equipment for the Network Coordination Team of the Monitoring Division (MD) of the Texas Commission on Environmental Quality (TCEQ). Assists in planning, organizing, and coordinating monitoring networks; and in working with participants to encourage compliance with monitoring network objectives. Assists in planning, organizing, and coordinating grant activities related to monitoring networks; preparation of grant work plans and budget proposals; coordination with division staff to reconcile quarterly grant activities; and in interpreting reports involving grant budgets and plans. Assists in preparing network-related purchasing requests, agreements, and contracts; coordination between affected parties to encourage maximum data return; and in preparing, revising, and tracking contract specifications to ensure compliance with State and Federal network objectives. Attends related meetings as necessary. Participates in the review and evaluation of plans and criteria for projects (e.g. Quality Assurance Project Plans, Standard Operation Procedures).

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

Preferred Requirements:

Bachelor's degree from accredited college or university with a major in a natural or physical science, engineering, environmental studies, or related field.

Experience working with environmental laws, regulations, and/or policies.

Experience writing and/or preparing technical reports or other technical documentation.

Special Requirements:

Moving up to 50 pounds of instruments.

Traveling up to 20% 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