

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087
(512)239-0102



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State Title: **Web Administrator II**

Functional Title:

Job Posting: **16230**

Monthly Salary: \$3763.16 - \$4252.37

Salary Group: B20

Posting Date: 04/13/2016

Close Date: 04/28/2016

Section/Division: Benefits, Rptg & Employee Prgms Section/ Human Resources & Staff Services Div

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 0233

Job Description:

Manages internet and intranet web pages for the Human Resources and Staff Services (HRSS) Division of Texas Commission on Environmental Quality (TCEQ). Assists subject matter experts in developing web pages. Coordinates consistent content and style on HRSS web pages, in conjunction with web page content developers. Develops web pages and documents in coordination with the Lead Internet Developer. Makes web pages and documents available on the external TCEQ, or internal, Share Point web site. Ensures materials posted on agency web sites conform to agency standards, including accessibility standards. Validates HRSS web pages using an external W3C editor to confirm each page meets agency, industry, and accessibility standards. Designs and develops queries for Human Resources reports on a variety of HR related topics, to include new hire, turnover, tenure, Equal Employment Opportunity/Affirmative Action initiatives (EEO/AA), career ladders, and performance management by using data from the Texas State Comptroller's Uniform Personnel/Payroll System (USPS), Oracle, Human Resources Information System (HRIS), and other data sources. Participates in or completes special projects related to HRSS reporting or automation needs. Provides backup for the Reporting Team on reporting requirements or requests as necessary. Tracks and analyzes HRSS web page usage.

Military Occupational Specialty (MOS) Codes: 25B, 255A, IT, 181X, RL, 182X, RL, 642X, LDO, 644X, LDO, 742X, CWO, 744X, CWO, 340, PA, 26, 030, C4I11, ISM, 4612, 3DoX2, and 3DoX4.

Minimum Qualifications:

Webmaster Certification, plus one year of full time experience in web design, web development, or web programming/coding.

OR Three years of full time experience in web design, web development, or web programming/coding.

OR A bachelor's degree with 12 semester hours in computer science, web design, web development, or web programming/coding from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus two years of full-time experience in web design, web development, or web programming/coding.

OR Completion of 30 semester hours (600 clock hours) in computer science, web design, web development, or web programming/coding from a licensed vocational, technical, business, or accredited college (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus two years of full-time experience in web design, web development, or web programming/coding.

Preferred Requirements:

Experience working on SharePoint.

Experience managing data reports with SQL.

Special Requirements:

Moving up to 15 pounds of equipment, samples.

Traveling up to 1% 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