# 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:** | **Natural Resources Spec II** |
| **Functional Title:** | **Enforcement Coordinator II** |
| **Job Posting:** | **16247** |
| Monthly Salary: | $3081.33 |
| Salary Group: | B17 |
| Posting Date: | 05/04/2016 |
| Close Date: | 05/18/2016 |
| Section/Division: | Waste Enforcement Section/ Enforcement Division |
| Work Location: | 12100 Park 35 Circle, Austin, TX 78753 |
| Openings: | One(1) |
| Position #(s): | 8744 |

## Job Description:

Conducts routine enforcement work in the fields of air, water, and/or waste for the Enforcement Division of the Texas Commission on Environmental Quality (TCEQ). Researches noncompliance allegations, and prepares specific materials including penalty calculations, letters, memos, orders, and technical requirements to support enforcement actions. Interacts with respondents to encourage compliance, settle enforcement actions, and initiate use of Supplemental Environmental Projects (SEP's) as appropriate. Provides technical assistance to support final case resolution; prepares cases for administrative or judicial review; coordinates communication between attorneys, investigators, and enforcement staff; and provides testimony at Commissioners' agendas, administrative hearings, or civil trials. Tracks cases from initiation to closure to ensure status is completely and accurately documented in the agency database. Refers closed cases for follow-up actions, to include order tracking. Ensures proper transition of case responsibilities. Assists the public, regulated community, and others regarding enforcement actions, or agency rules and/or policies. Assists with special projects.

**Military Occupational Specialty (MOS) Codes:** 72D, 8831, 8E000, and 9S100.

## Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), with a major in a natural or physical science, engineering, environmental studies, criminal justice, or related field.

One year of full-time experience in the field of environmental activities directly related to the examples of work performed may be substituted for each year (30 semester hours) of the required education.

## Preferred Requirements:

Experience evaluating fact data, scientific results, or regulatory information.

Experience interpreting and/or applying rules, statues and/or policies.

Experience maintaining or updating databases.

Experience managing multiple projects, cases, or accounts.

## Special Requirements:

Moving up to 10 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