

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
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Internet: www.tceq.texas.gov

State Title: **Planner III**
Functional Title:
Job Posting: **16253**
Monthly Salary: \$4023.16
Salary Group: B21
Posting Date: 05/06/2016
Close Date: 05/20/2016
Section/Division: Air Quality Planning Section/ Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 1916

Job Description:

Provides planning and research support for the Air Quality Division of the Texas Commission on Environmental Quality (TCEQ). Participates in critical and complex planning activities for air quality State Implementation Plans (SIPs) and regulations, in response to federal or state requirements and agency initiatives. Coordinates the gathering and organization of research data from other agencies or organizations. Coordinates complex project plan development, schedules tasks, and conducts and/or participates in public hearings/technical meetings involving stakeholder groups. Conducts complex research, analyzes and prepares summaries, develops SIP submittals, and evaluates existing TCEQ air quality program activities contained in SIPs. Represents the agency at various meetings regarding air quality regulations, policies, or procedures as they relate to the SIP development process. Coordinates, organizes, and implements complex special assignments in preparation for or support of specific projects, which involves evaluating engineering data; completing or coordinating research and analysis of issues; preparation of required reports and recommendations; and presentation of reports and recommendations to agency management and other interested parties.

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 three years of full-time experience in planning, research, program analysis, or program management.*

A graduate degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), with a major in planning, economics, business or public administration, political science, environmental management, environmental science, or a closely related field may substitute for one year of experience.

* 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:

Environmental project manager/coordination experience and/or general project management/coordination experience.

Experience in policy work and rules/regulatory processes at the TCEQ and/or other government agencies.

Special Requirements:

Moving up to 20 pounds of paper.

Traveling up to 20% 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 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