

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto: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](http://www.tceq.texas.gov)

**State Title:** **Project Manager II**  
**Functional Title:**  
**Job Posting:** **16285**  
Monthly Salary: \$4301.16 - \$4602.24  
Salary Group: B22  
Posting Date: 06/10/2016  
Close Date: 06/24/2016  
Section/Division: Information Resources Administration/ Information Resources Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 2657

### **Job Description:**

Performs moderately complex project management work associated with Customer Service Section (CSC) software and hardware projects for the Texas Commission on Environmental Quality (TCEQ). Conducts IT project management, which involves coordination, planning, communicating, delivering and monitoring throughout all project phases, in compliance with existing agency and division policies, procedures, and priorities. Coordinates project activities with CSC management, IT staff, program area customers, other state agencies, and contractors. Coordinates and communicates status, budget, schedule, risks, and issues of projects with management, customers, IT staff, contractors, and external entities, which includes explanation of project approach, methodology, and practices. Coordinates and schedules information technology (IT) projects, which includes coordinating system installation, configuration, implementation, documentation, and upgrades. Interfaces with management and other technical teams to provide technical documentation, reports, and service performance updates. Assists section staff on project management tasks.

### **Military Occupational Specialty (MOS) Codes:**

25B, 255A, 255S, IT, 642X-LDO, 644X-LDO, 742X-CWO, 744X-CWO, 26, 030, C4I11 and ISM

### **Minimum Qualifications:**

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus four years of full-time experience managing, coordinating, overseeing, and/or in conducting project management in relevant areas of project assignment. One year of additional experience may substitute for each year (30 semester hours) of the required education.

A graduate degree in public administration, business administration, environmental resource management, planning, or an area relevant to the position, from an accredited college or university may substitute for one year of the required experience.

### **Preferred Requirements:**

Experience managing projects for IT, or complex projects.

### **Special Requirements:**

Moving up to 5 pounds of records.

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 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