

## 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:** Natural Resources Spec III  
**Functional Title:**  
**Job Posting:** 16325  
Monthly Salary: \$3520.33 - \$4000.00  
Salary Group: B19  
Posting Date: 07/19/2016  
Close Date: 08/02/2016  
Section/Division: Program Support Section/ Program Support Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 11300

### **Job Description:**

Provides complex technical work that involves conducting, organizing, and/or coordinating programs and activities regarding the conservation, management, protection, preservation, or utilization of natural resources for the Air Program of the Program Support Division of the Texas Commission on Environmental Quality (TCEQ). Coordinates the implementation and oversight of complex air program activities at the central office and region level. Develops methods for effective and responsive communications with agency staff, the general public, industries, and other government entities concerning policy and technical issues. Oversees or performs technical data collection, research, analysis, evaluations, or surveys for the air programs, and evaluates impact on natural resources; reviews recommendations regarding findings; and coordinates follow-up activities as required. Maintains effective and responsive written and verbal communication with internal and external stakeholders, including making presentations to TCEQ staff and the regulated community.

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

92W, 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, or related field, plus two years of full-time experience in environmental activities.

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

OR A master's degree from an accredited college or university in the degrees listed above, plus one year of the required experience.

OR A doctorate degree from an accredited college or university in engineering, science, environmental studies or related fields.

OR Two years of full-time experience as a Natural Resources Specialist II at TCEQ.

### **Preferred Requirements:**

Experience in planning and administering projects required for the development and implementation of regulatory processes, data collection, and improved management and/or technical techniques.

Experience providing outreach to the general public, regulated community, media, and/or other government entities, concerning policy and technical issues.

Experience responding to requests from public officials, the regulated community, and/or the interested public.

Experience with state and/or federal air quality regulations.

**Special Requirements:**

Moving up to 30 pounds of paper/equipment/samples.

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 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