

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

State Title: **Planner I**
Functional Title:
Job Posting: **16352**
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 08/09/2016
Close Date: 08/23/2016
Section/Division: Implementation Grants Section/ Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 11346

Job Description:

Monitors and enforces the long-term usage obligations and disposition requirements of the Texas Emissions Reduction Program (TERP) Grant recipients for the Texas Commission on Environmental Quality (TCEQ). Collects, organizes, and analyzes usage and disposition records pertaining to TERP grants contracts, including development of corrective action documents for management review. Assists with the annual and/or semi-annual review and evaluation of usage data, including the review of usage reports and monitoring contract compliance. Provides technical planning assistance to management for the enforcement of contract terms and conditions. Assists in preparing, monitoring, and evaluating disposition paperwork. Assists in planning and conducting training and workshops for grant recipients relating to contract compliance matters. Assists in the implementation of grant monitoring procedures. Completes special projects as assigned.

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 one year of full-time experience in planning, research, program analysis, or program management.*

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

* 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:

Experience working with contracts or grants.
Experience gathering data provided by external customers.
Experience providing training to customers or staff.

Special Requirements:

Moving up to 20 pounds of files and reports.
Traveling up to 10% 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