

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Internet: www.tceq.texas.gov

State Title: Program Specialist I
Functional Title:
Job Posting: 17013
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 09/14/2016
Close Date: 09/28/2016
Section/Division: Permitting & Registration Support Sect./ Permitting & Registration Support Div.
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 5303

Job Description:

Perform routine consultative and technical work in the implementation of Registration and Self-Certification Programs. Reviews legislatively mandated PST Registration and Self Certification, Notice of Construction, Dry Cleaning and TV Manufacturers forms/filings to determine compliance; processes electronic and manual filings of registration, notice of construction and self certification forms. Provides technical assistance for PST Registration and Dry Cleaning program issues to staff and the regulated community via telephone and written correspondence, explaining the rules and legislation governing the program. Compiles information to resolve problematic and disputed technical issues. Compiles information and prepares administrative reports. Prepares, coordinates, and ensures completion of Public Information Requests. Maintains related processes, procedures, and tracking databases. Prepares correspondence as required. Assists in the development of the PST Registration, Self-Certification, Notice of Construction and Dry Cleaning process, and related training for program staff. Provides public outreach to the regulated community, professional groups, and interested parties through written information and/or speaking engagements. Develops and updates procedure manuals for PST Registration, Self-Certification, Dry Cleaner and TV Manufacturers processes.

Military Occupational Specialty (MOS) Codes:

11B, 11C, 13B, 13D, 13F, 13M, 14G, 14H, 14S, 14T, 29E, 35F, 35N, 37F, 88U, 89D, 92F, 92M, 92R, 150A 150U, 290A, 923A, OS, YN, 641X-LDO, 711X-CWO, 712X-CWO, 715X-CWO, 721X-CWO, 731X-CWO, 732X-CWO, 748X-CWO, 205, 360, OS, YN, 610, 040, OSS, 0231, 0481, 0521, 2691, 6541, 6591, 7011, 7041, 7236, 7314, 7372, 0205, 7380, 8005, 8640, 8U000, 16GX, 60Co, 86Mo, 86Po, and 88A0

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 performing supervisory, managerial, professional or technical work which must include: analysis of work problems having an administrative aspect and interpretation of complex written material; or planning, organizing, and coordinating requirements for support services or program operations where a wide range of demands are involved, including interpretation of complex written material.

One year of full-time experience in an administrative capacity* may be substituted for each year (30 semester hours) of the required education.

OR A graduate degree in public administration, business administration, human resources administration, environmental resource management, planning, or in an area relevant to the position from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

*Administrative capacity is work where primary duties consist of performing administrative tasks of an office,

excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Preferred Requirements:

Experience working with the Texas Administrative Code Rules and Regulations. Specifically Chapter 334 and/or Chapter 337.

Experience using the Permit and Registration Information System (PARIS), Internal Data Application (IDA), and/or Central Registry (CR) databases.

Special Requirements:

Moving up to 20 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 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