

## 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:** Program Specialist III  
**Functional Title:**  
**Job Posting:** 17033  
Monthly Salary: \$3520.33 - \$3750.00  
Salary Group: B19  
Posting Date: 10/06/2016  
Close Date: 10/20/2016  
Section/Division: Whole Air Monitoring Section/ Critical Infrastructure Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 7123

### **Job Description:**

Coordinates Homeland Security Biowatch Air Monitoring network requirements for the Texas Commission on Environmental Quality (TCEQ). Assists in implementing the BioWatch air monitoring program in accordance with guidance and directives from the federal Department of Homeland Security (DHS); studies and analyzes operations and problems with site development and the deployment of monitoring equipment; reviews and evaluates system methods to ensure the effective operation of monitoring networks; and assists in the collection, organization, and analysis of materials and submits reports to the DHS regarding the operation and maintenance of monitors. Conducts monthly conference calls with BioWatch monitoring contractors; provides specialized technical assistance to Biowatch monitoring contractors; and attends related meetings for designated cities. Manages the Biowatch grant; prepares and submits reports concerning progress of grant requirements; tracks the Biowatch budget and expenditures and prepares reports to submit to DHS; and develops, negotiates, and oversees contracts with Biowatch monitoring contractors. Collaborates with agency staff and the TCEQ Homeland Security Coordinator to assure effective and accurate representation of TCEQ programs and objectives. Serves as liaison to staff, government agencies, community organizations, or the general public to explain and provide technical assistance on program specifics and requirements.

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

2765, OS, 205, 040, 86MO, 9020, 003757, and 43E1D

### **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 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.

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) may be substituted for one year of the required experience.

\*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.

OR One year and six months of full-time experience as a Program Specialist II at TCEQ.

**Preferred Requirements:**

Experience in managing a grant program.

**Special Requirements:**

Moving up to 20 pounds of equipment/supplies.

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