

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Internet: www.tceq.texas.gov

State Title: Management Analyst III
Functional Title:
Job Posting: 17037
Monthly Salary: \$4301.16
Salary Group: B22
Posting Date: 10/07/2016
Close Date: 10/21/2016
Section/Division: Water Supply Admin Section/ Water Supply Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 7204

Job Description:

Reviews technical documents and records that present and interpret data and develops recommendations for the Water Supply Division (WSD) of the Texas Commission on Environmental Quality (TCEQ). Coordinates and develops division responses to customer inquiries and media requests. Track division deliverables related to public drinking water issues and legislative activities and initiatives. Monitors progress, provides updates, and follows up with staff to ensure deliverables are met. Recommends improvements to business and/or tracking processes. Analyzes new or proposed legislation or regulations to determine impact on program operations to include coordination of bill analysis, development of briefing materials, and responses to legislative inquiries. Recommends policy revisions, and participates in the rule making process. Prepares reports and interprets data for the division. Coordinates communication activities for the Division, to include participation in the TCEQ's Trade Fair and the WSD Public Drinking Water Conference; reviews, evaluates and provides input related to presentation content; and assures compliance with accessibility requirements.

Military Occupational Specialty (MOS) Codes:

18F, 35F, 35L, 35M, 35N, 35P, 35Q, 35S, 35T, 35X, 35Y, 35Z, 37F, 30A, 34A, 37A, 37X, 40A, 50A, 59A, 35F, IS, OS, YN, 165X-RL, 612X-LDO, 632X-LDO, 641X-LDO, 712X-CWO, 732X-CWO, 360, YN, 03, 019, 25, MGT13, MGT15, 0411, 6618, 8016, 0205, 0510, 0540, 0570, 4302, 4305, 8016, 8840, 8852, 8862, 8870, 3NoX0, and 35PX

Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), with a major in business, planning, environmental studies, accounting, computer science, related fields, or an area relevant to the position, plus five years of full-time experience conducting program and/or policy analysis work.

One year of additional experience may substitute for each year (30 semester hours) of the required education. A graduate degree in the above areas may substitute for one year of the required experience.

Preferred Requirements:

Experience working with the regulatory requirements and/or technical aspects of water utilities and districts and/or public drinking water systems.

Experience writing, reviewing, interpreting, and/or summarizing technical documents.

Special Requirements:

Moving up to 15 pounds of paper.

Traveling up to 15% 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