

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: Natural Resources Spec V
Functional Title:
Job Posting: L16012
Monthly Salary: \$4598.66 - \$4713.63
Salary Group: B23
Posting Date: 05/18/2016
Close Date: 06/02/2016
Section/Division: Laboratory & Quality Assurance Section/ Monitoring Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0571

Job Description:

Leads the Quality Assurance Work Group of the Laboratory and Quality Assurance Section of the Monitoring Division to assure program objectives are accomplished; serves as the subject matter expert regarding quality assurance matters for federal and state environmental monitoring programs. Plans, organizes, and directs the day-to-day activities of the Quality Assurance Work Group; provides input relating to performance management and hiring decisions. Assists with identifying training needs and coordinating and tracking staff training. Reviews and assists in preparation of quality assurance project plans (QAPPS), quality management plans (QMPs), quality assurance management plans, and standard operating procedures (SOPS); and performs quality assurance and quality control tasks in support of federal and state environmental monitoring programs. Prepares or guides preparation of audit plans; conducts or guides audits; prepares or guides preparation of audit reports; distributes reports; monitors timeliness of audit responses; and evaluates effectiveness and acceptability of proposed and implemented corrective actions. Analyzes past audit/inspection results, complaints, data, and other factors; consults with agency management; and determines trends and other risks to agency programs and projects; prepares an annual audit plan. Provides technical assistance to agency management, the quality assurance manager, agency staff, federal and other state agencies, the regulated community, and the public regarding complex sampling, analysis, data interpretation, and regulatory compliance. Participates in implementation of the Quality Assurance Database System and ensures accuracy for workgroup's data and programs.

Military Occupational Specialty (MOS) Codes:

92W, 72D, AG, 180X-RL, 646X-LDO, MST, 790, 72, OAR15, 6842, 6802, 8831, 8866, 1W0X1, 1W0X2, 8E000, 9S100 and 15WX

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 six 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 (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) in the degrees listed above, or related fields plus five years of the required experience.

OR A doctorate degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED

WITH APPLICATION) in engineering, science, environmental science or related fields plus four years of the required experience.

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

Preferred Requirements:

Experience directing teams, including coordinating workloads, providing input on performance management, and identifying training needs.

Experience planning and conducting audits, assessments, or inspections of environmental monitoring programs and preparing associated reports.

Experience preparing and reviewing quality assurance project plans, quality management plans, and/or standard operating procedures related to environmental regulatory programs.

Experience performing quality assurance/quality control tasks associated with environmental regulatory programs and/or applying quality assurance/quality control concepts to environmental regulatory programs.

Experience interpreting and/or administering rules, regulations, standards, policies, and/or procedures related to federal and state environmental monitoring programs.

Bachelor's degree in basic science, environmental studies, or engineering from an accredited university.

Special Requirements:

Moving up to 10 pounds of paper/files.

Traveling up to 40% 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