

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov

State Title: Program Supervisor V

Functional Title:

Job Posting: L17004

Monthly Salary: \$4023.16 - \$5800.00

Salary Group: B21

Posting Date: 10/25/2016

Close Date: 11/08/2016

Section/Division: Permitting & Registration Support Sect./ Permitting & Registration Support Div.

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 5428

Job Description:

Supervises the statewide management of assigned Occupational Licensing Programs of the Permitting and Registration Support Division of the Texas Commission on Environmental Quality (TCEQ). Supervises and monitors staff; plans, coordinates, and oversees staff activities involving occupational licensing programs. Oversees and conducts criminal background checks on licensing applicants. Develops and reviews program guidelines, procedures, policies, and rules; coordinates and consults with program staff and program areas; approves schedules, priorities, and standards for achieving program goals; distributes program information; interprets rules; provides outreach to internal and external customers; and serves as liaison for the Texas Online system. Completes personnel management functions, which includes interviewing and hiring new employees, staff development, performance management, etc. Provides assistance to the licensing team by producing written procedures, guidance, or rule interpretation using knowledge of technical program rules, licensees critical tasks, and other applicable requirements. Reviews and investigates complaints and on-going occupational licensing cases. Maintains section Crystal Reports and Access databases, and oversees the maintenance of/maintains section web pages. Implements controls and access to team records; ensures proper controls and procedures are in place to safeguard the records; maintains, updates, and provides access to agency records; creates, and maintains updates operating procedures as necessary; certifies agency documents and affidavits regarding agency records.

Military Occupational Specialty (MOS) Codes:

11Z, 13Z, 14Z, 18D, 18F, 18Z, 19Z, 35X, 35Y, 35Z, 68Z, 11A, 131A, 140A, 140E, 14A, 15C, 19A, 19B, 19C, 290A, 29A, 30A, 351L, 351M, 351Y, 352N, 352S, 37A, 37X, 40A, 89E, 641X-LDO, 711X-CWO, 712X-CWO, 715X-CWO, 721X-CWO, 731X-CWO, 732X-CWO, 748X-CWO, 910, 08, 010, 011, 013, 017, 021, 035, 040, BOSN, ELC, ISS, MAT, MED, MLES, MSSD, MSSE, OSS, 6591, 7314, 8999, 0205, 0210, 0302, 0307, 0370, 0520, 0802, 0803, 1802, 1803, 2340, 2602, 5950, 6502, 7002, 7202, 7208, 7210, 7220, 7315, 7502, 8005, 8858, 9701, 9702, 3DoX1, 8U000, 9G100, 16GX, 60Co, 86Mo, and 86Po

Minimum Qualifications:

Experience in the administration of a program relevant to assignment.

OR Graduation from an accredited four-year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) with major course work in a field relevant to assignment.

Preferred Requirements:

Experience working with environmental licensing, permitting or registrations programs.

Experience supervising staff, to include: staff development, hiring decisions, and performance management.

Training, education, or experience working in one of the TCEQ occupational licensing programs, particularly water/wastewater operations/design/permitting or related.

Data management experience (querying, compiling and preparing reports).

Experience communicating technical information (verbal and writing).

Special Requirements:

Moving up to 15 pounds of paper/supplies.

Traveling up to 10% 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