

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY**

Email applications to: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)

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**State Title:** Natural Resources Specialist II  
**Functional Title:**  
**Job Posting:** L18094  
Monthly Salary: \$3235.00  
Salary Group: B17  
Posting Date: 06/08/2018  
Close Date: 06/25/2018  
Section/Division: Planning And Implementation Section/Water Quality Planning Division  
Work Location: 17041 El Camino Real, Ste 210, Houston, TX 77058  
Openings: One  
Position #(s): 3438

**Job Description:**

Assists with the technical oversight, coordination, and quality assurance of Galveston Bay Estuary Program (GBEP) initiatives. Participates in the development and submission of federal reports, including annual grant work plan and progress reports, to the Environmental Protection Agency (EPA); and assists with coordinating reporting activities with appropriate staff to assure timely completion and submission of all required deliverables. Assists with the administration of program grants and budget, to include grant funds tracking. Serves as the GBEP quality assurance officer; by facilitating the quality assurance process, including outlining procedures, tracking project performance, and preparing technical summaries of the status of quality assurance/control activities for review. Maintains and updates the program database; and generates periodic reports related to the GBEP. Assists with the technical review and analysis of reports, publications, and data submissions. Assists with the oversight of contract management, amendments, tracking, and execution for the Galveston Bay Estuary Program (GBEP).

**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, with a major in a natural or physical science, engineering, environmental studies, or related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

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.

**Preferred Requirements:**

Bachelor's degree with a major in a natural or physical science, environmental studies, or engineering.

Bachelor's degree with a major in wildlife, fisheries, marine biology or closely related field.

Experience with budget activities.

Experience with federal grant coordination.

Experience manipulating or utilizing databases to generate reports and/or track performance.

**Special Requirements:**

Moving up to 15 pounds of supplies.

Traveling up to 30% 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.

**To Apply:**

Email a State of Texas application to [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov); or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer