

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Natural Resources Specialist II
Functional Title: Compliance Assistance Specialist
Job Posting: L19009
Monthly Salary: \$3235.00
Salary Group: B17
Posting Date: 09/21/2018
Close Date: 10/05/2018
Section/Division: Small Bus & Local Gov't Assist Section/Environmental Assistance Division
Work Location: 5425 Polk St, Ste H, Houston, TX 77023-1452
Openings: One
Position #(s): 11370

Job Description:

Provides compliance assistance to small businesses, trade associations, local governments (including school districts), and agency staff for the Environmental Assistance Division (EAD) of the Texas Commission on Environmental Quality (TCEQ). Assists small businesses and small local governments in understanding and complying with environmental rules. Works on special project teams to develop plain-language regulatory guidance documents and tools to aid in understanding and compliance with environmental rules. Works cooperatively with agency program staff (e.g. permitting, enforcement, regional investigators, etc.) and stakeholders to ensure work products are meaningful and consistent with agency priorities. Assists in conducting outreach on environmental compliance requirements, to include preparing outreach materials, planning and conducting workshops, and giving presentations. Reviews rules, regulations, and agency guidance; analyzes the impacts to small businesses and small local governments; and provides recommendations and justification for improvements.

Military Occupational Specialty (MOS) Codes:

92W, 72D, 8831, 8E000, and 9S100

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.

Special Requirements:

Moving up to 35 pounds of books and paper.

Traveling up to 30% of the time with some overnight stays.

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; 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