State Title: Project Manager II  
Functional Title:  
Job Posting: L20285 (Re-Opened)  
Monthly Salary: $4301.16 - $5150.00  
Salary Group: B22  
Posting Date: 06/19/2020  
Close Date: 07/03/2020  
Section/Division: Business Automation Section/Information Resources Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One  
Position #(s): 2153  

Applicants who previously applied will still be considered and do not have to re-apply.

**Job Description:**
Leads, coordinates, and manages information technology (IT) projects through the Software Development Life Cycle (SDLC) for agency applications supported by the Information Resources Division of the Texas Commission on Environmental Quality (TCEQ). Conducts IT project management, which involves coordination, planning, budgeting, scheduling, contracting, controlling, and monitoring throughout all phases, in compliance with existing agency and division policies, procedures, and priorities. Coordinates project activities with TCEQ management, IT staff, program area customers, other state agencies, and contractors. Leads and/or performs the analysis and documentation of program area business processes and requirements to identify new and improved IT strategies, facilitating the ability of customers to perform the agency's mission. Coordinates the scope, analysis, design, coding, testing, deployment, training, and documentation (following industry and agency standards) for assigned software development and acquisition projects utilizing TCEQ software development standards and processes; Arrange for peer reviews for documentation, where needed. Coordinates and communicates status, budget, schedule, risks, and issues of projects with management, customers, IT staff, contractors, and external entities, which includes explanation of project approach, methodology, and practices. Assists Quality Assurance Team by participating in testing and validating the assigned software; triaging bugs and validating defect fixes.
Military Occupational Specialty (MOS) Codes:

Minimum Qualifications:
A bachelor’s degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus four years of full-time experience managing, coordinating, overseeing, and/or in conducting project management in relevant areas of project assignment. One year of additional experience may substitute for each year (30 semester hours) of the required education.
A graduate degree in public administration, business administration, environmental resource management, planning, or an area relevant to the position, from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may substitute for one year of the required experience.

Preferred Requirements:
Certified PMP or relevant certification.
Experience creating the following PM documents: Charter, status reports, lessons learned, contracts, and/or project plan.
Experience with coordination, management, and/or communication on IT projects.
Experience in testing and/or Quality Assurance of software applications.

Special Requirements:
Moving up to 20 pounds of boxes, files, papers, and training supplies.
Traveling up to 5% 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.

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