State Title: Natural Resources Specialist II
Functional Title: L20351
Job Posting: Monthly Salary: $3235.00
Salary Group: B17
Posting Date: 06/12/2020
Close Date: 06/29/2020
Section/Division: Air Quality Planning Section/Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One
Position #(s): 10328

Job Description:
Provides technical support to the Emissions Banking and Trading programs in the Air Quality Division of the Texas Commission on Environmental Quality (TCEQ). Provides technical support on projects, reports, and transactions for Emissions Banking and Trading programs including the Emission Credit Banking and Trading; Emission Banking and Trading Allowances; Mass Emissions Cap and Trade Program; Discrete Emission Credit Banking and Trading; and/or Highly Reactive Volatile Organic Compound Emissions Cap and Trade Program. Assists in explaining rules, legislation, policies, and procedures related to Emissions Banking and Trading programs; and provides customer service to agency staff, management, applicants, and the public. Drafts, edits, and prepares special reports, correspondence, options papers, memos, rules, publications, and other materials related to the Emission Banking and Trading Program. Assists with coordinating, organizing, and implementing special assignments in preparation for or support of specific projects, which involves evaluating data; completing or coordinating research and analysis of issues; assisting with making recommendations; preparing related reports; presenting reports and recommendations to agency management and other interested parties; and assisting with developing appropriate implementation plans or documents.

Military Occupational Specialty (MOS) Codes:
12T, 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.

Preferred Requirements:
Experience with project management.

Special Requirements:
Moving up to 20 pounds of paper.
Traveling up to 20% 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; 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