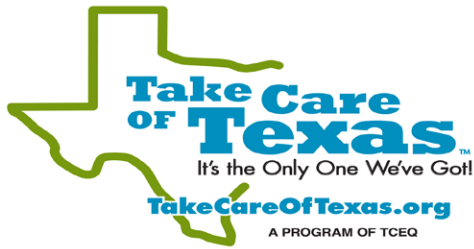


TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Program Specialist V
Functional Title:
Job Posting: L20360 (Re-Opened)
Monthly Salary: \$4023.16 - \$4300.00
Salary Group: B21
Posting Date: 11/20/2020
Close Date: 12/02/2020
Section/Division: Learning & Development Section/Human Resources & Staff Services Div
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One
Position #(s): 11511

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

Job Description:

Collaborates in, and provides support for the development, coordination, and implementation of the Lean Management Program at the Texas Commission on Environmental Quality (TCEQ). Serves as a core instructor and facilitator for TCEQ champions and project teams within the agency's Lean Management Program. Assists in the assessment of program champions' readiness and skill in instructing, coaching, and facilitating. Provides feedback and guidance to other champions. Serves as a facilitator during champion practice teaching sessions and during deployment weeks. Provides programmatic support for TCEQ's Lean Management Program by contributing to the execution of deployment cycles, to include kick-off meetings, orientations, champion coaching and teaching sessions and related meetings, under the direction of the Learning and Development manager and the Lean Management Program Coordinator. Contributes to the maintenance, set-up and take down of materials and wall displays. Enters program sessions and tracks enrollments through the agency's Learning Management System (Pathlore and CAPPS Learn). Builds and maintains subject matter expertise in the Lean Management Program and related content, to include lean principles, the EPA's Lean Management System (ELMS), visual management, and problem-solving. Collaborates in the planning, development, implementation, analysis, and documentation of TCEQ champion training efforts. Prepares comprehensive reviews of program-related research and content to enhance program training and reference materials. Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for program

information. Facilitates organizational development (OD) related and process improvement meetings. Provides back-up for other section staff. Proctors classes; sets up classrooms, and organizes and prepares materials, resources, and supplies for training courses; ensures presentation and materials are current, and implements modifications as appropriate. Trains agency staff on use of training room equipment. Provides training event support for section events, to include planning, day-of execution, and program evaluation.

Military Occupational Specialty (MOS) Codes:

OS, 611X-LDO, OSS, 8U000, 16GX, 612X-LDO, 60C0, 63G0, 712X-CWO, 86M0, 86P0, and 88AO.

Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus five years of full-time experience performing supervisory, managerial, professional or technical work which must include: analysis of work problems having an administrative aspect and interpretation of complex written material; or planning, organizing, and coordinating requirements for support services or program operations where a wide range of demands are involved, including interpretation of complex written material.

One year of full-time experience in an administrative capacity* may be substituted for each year (30 semester hours) of the required education.

A graduate degree in public administration, business administration, human resources 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 be substituted for one year of the required experience.

*Administrative capacity is work where primary duties consist of performing administrative tasks of an office, excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Preferred Requirements:

Experience presenting, instructing, conducting, or delivering training or presentations.

Experience coaching or providing performance feedback.

Special Requirements:

Moving up to 35 pounds of materials, equipment, tables.

Traveling up to 15% 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