

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Manager IV

Functional Title:

Job Posting: L21020

Monthly Salary: \$5258.66 to \$6552.00

Salary Group: B25

Posting Date: 11/13/2020

Close Date: 12/02/2020

Division: Enforcement

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One

Position #(s): 51737

Job Description:

Manages the staff and resources of the Water Section of the Enforcement Division of the Texas Commission on Environmental Quality (TCEQ). Manages and/or coordinates staff, which involves monitoring case preparation, to assure quality documents and appropriate, effective, and timely enforcement actions. Completes personnel management functions, which includes interviewing, hiring, and developing staff, performance management, etc. Conducts section meetings; communicates and coordinates with management, including the Division Director, team/work leads, other Divisions, and external entities; and represents the Division at meetings, hearings, trials, conferences and/or seminars related to enforcement issues. Oversees the monitoring and reporting of agency activities involving Environmental Protection Agency-authorized programs, and the preparation of Legislative Budget Board reports involving enforcement actions. Evaluates and/or oversees preparation of budget and grant requests; monitors expenditures; and advises the Director of significant program issues. Assists in the development of guidelines, procedures, and policies involving the compliance and enforcement program; provides outreach and technical assistance to agency staff, government officials, and the general public, regulated community, and media. Reviews, analyzes, and/or recommends revisions to proposed legislation; and develops implementation plans for new state statutes.

Military Occupational Codes:

25B, 255A, 255S, IT, 642X-LDO, 644X-LDO, 742X-CWO, 744X-CWO, 26, 030, C4I11, ISM, 8846, and 3D0x4.

Minimum Qualifications:

Experience in the management of a business function, division, or department relevant to assignment.

OR Graduation from an accredited four-year college or university with major course work in a field relevant to assignment (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

Special Requirements:

Moving up to 10 pounds of documents, files, etc.

Traveling up to 10% 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-select 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