

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)

TCEQ: [www.tceq.texas.gov](http://www.tceq.texas.gov)



[www.takecareoftexas.org](http://www.takecareoftexas.org)

**State Title:** Natural Resources Specialist II  
**Functional Title:**  
**Job Posting:** 18024  
Monthly Salary: \$3081.33  
Salary Group: B17  
Posting Date: 09/22/2017  
Close Date: 10/06/2017  
Section/Division: Planning And Implementation/Water Quality Planning Division  
Work Location: 17041 El Camino Real, Ste 210, Houston, TX 77058  
Openings: One  
Position #(s): 5261

### **Job Description:**

Provides technical support for water quality, habitat, living resources, and outreach issues associated with managing the Galveston Bay ecosystem. Designs, creates, populates and maintains a Galveston Bay Plan implementation tracking and reporting system. Assists the Public Participation and Education (PPE) Coordinator and Program Manager in maintaining and updating program websites; and creating and formatting documents to meet public accessibility requirements. Procures goods and services through contracts and inter-agency agreements with outside organizations to accomplish implementation of specific initiatives in The Galveston Bay Plan and The Galveston Bay Regional Monitoring Plan; and tracks and assures completion of deliverables. Assists the Natural Resources Uses Coordinator and the Water and Sediment Quality Coordinator in implementing habitat, water quality and species protection projects. Assists the Monitoring and Research Coordinator and the PPE Coordinator with facilitating workshops, symposia, and implementing projects.

### **Military Occupational Specialty (MOS) Codes:**

92W, 72D, AG, 180X-RL, 646X-LDO, MST, 790, 72, OAR15, 6842, 6802, 8831, 8866, 1W0X1, 1W0X2, 8E000, 9S100, and 15WX

### **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:**

Bachelor's degree with a major in a natural, biological, or physical science, environmental studies, water resources, engineering, planning, or related field.

Experience with MS Office products including Access, Excel and/or Word.  
Experience with web publishing, editing and graphics applications.  
Experience handling multiple tasks; distilling technical information; and/or organizing multi-level projects.  
Experience manipulating or utilizing databases to generate reports and/or track performance.  
Experience editing, reviewing, and preparing research reports.  
Experience creating databases to generate reports and/or track performance.

**Special Requirements:**

Moving up to 15 pounds of supplies.  
Traveling up to 30% 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](mailto: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