Job Description

CPA - Environmental Policy Part-time Internship (EGESM Intern) (00004092)

Organization: COMPTROLLER OF PUBLIC ACCOUNTS

Primary Location: Texas-Austin

Work Locations:
111 E 17th Street
Austin 78774

Job Business and Financial Operations

Employee Status: Temporary

Schedule: Part-time

Standard Hours Per Week: 20.00

Travel: Yes, 10 % of the Time

State Job Code: 0057

Salary Admin Plan: A

Grade: 09

Salary (Pay Basis) 1,008.00 - 1,008.00 (Monthly)

Number of Openings: 1

Overtime Status: Non-exempt

Posting Date: Jan 22, 2019

Closing Date: Feb 5, 2019

Description

APPLICATIONS MAY BE FILED ONLINE AT:
https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00004092&tz=GMT-05:00

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS:
Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. In order to complete the supplemental questions please go to CAPPs Recruit to register or login and access your profile. Go to CAPPs Recruit to Sign In (Link: https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en)

DIVISION: Economic Growth & Endangered Species Management
Temporary Position. Position will begin {June 1st, 2019} and end on or before {August 16th, 2019}.

GENERAL DESCRIPTION:
Performs complex (journey-level) clerical work in areas such as landscape research projects involving Texas desert grassland and coastal species, scientific research program for rare and threatened species, especially research, data analysis and GIS mapping projects related to these two programs. Assist CPA policy analysts in the review and analysis of data on these species and their habitat. Works under general supervision, with moderate latitude for the use of initiative and independent judgement.

WORK HOURS:
Part Time, Monday – Friday, between the hours of 8-5pm (20 hours per week total)

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Perform analysis and work on special projects, including the species research program and Texas desert grassland and coastal species.
Perform hands-on data analysis and mapping work to support division management of the species research program.
Compile educational materials, and compose summaries and briefing memos.

Qualifications

EDUCATION:
Must be currently enrolled in an accredited college or university or a recent graduate within one year.

PREFERRED EDUCATION:
Currently enrolled in an accredited college or university with a minimum of 60 semester hours completed. Environmental or Natural Resource Management or Policy, Ecology, Marine Science, Environmental Science or related fields of study.

EXPERIENCE:
Work or school experience in environmental or natural resource policy and/or research or related experience.

PREFERRED EXPERIENCE:
Proficiency in the use and basic understanding of GIS software.

LICENSES/CERTIFICATIONS:
N/A

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires extensive computer, telephone and client/customer contact. The incumbent primarily performs sedentary office work; however, mobility (standing and walking) is routinely required to carry out various duties. This position requires the ability to bend, stoop, kneel and reach as needed to perform
filing and other similar routine office duties. Some lifting and/or moving, up to 35 lbs. of office equipment and/or materials may be required on a limited basis.

The job also requires normal cognitive abilities requiring the ability to learn, recall and apply certain practices and policies. It requires the stamina to maintain attention to detail despite interruptions. Marginal or corrected visual and auditory requirements are required for reading printed materials and computer screens and communicating with internal and external customers.

KNOWLEDGE SKILLS AND ABILITIES:

KNOWLEDGE:

• Performing research on legal, regulatory and government programs
• Microsoft office
• ArcGIS

SKILLS:

• effectively conveying information and encouraging an exchange of ideas (Communication)
• identifying, defining and solving problems (Problem Solving)

ABILITIES:

• work with others to achieve a common goal (Teamwork)
• adjust to changing workplace demands (Adaptability)
• meet the needs and expectations of internal and external customers (Customer Service)
• effectively demonstrate skill and ability to perform the specific job duties and tasks as defined by a job description (Technical Competence)
• be dependable, meet deadlines and produce high-quality work (Workload Management/Productivity)

IMPORTANT NOTES TO THE CANDIDATE:
Candidates may be asked to participate in a skills demonstration and/or presentation.

Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

CPA employees in the same job classification, if selected, will be laterally transferred with no increase in salary. (An example might be an Accounts Examiner III in Revenue Administration who moves to an Accounts Examiner III in the Enforcement division.)

Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions requiring a college degree, and/or specific educational credits.

VETERANS:

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in related fields pertaining to the minimum experience requirements may meet the minimum
qualifications. Please call Human Resources, CPA Veterans Liaison at 512-475-3560/800-531-5441 for more information or assistance.

Additional Military Crosswalk information can be found at:
http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Unless otherwise indicated on specific postings, regular attendance is an essential job requirement of all positions. Your application for employment with the Comptroller of Public Accounts may subject you to a criminal background check. All positions requiring a degree and/or licensing require proof of degree and/or license at time of interview. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

Thank you for considering employment at the Comptroller of Public Accounts! The Comptroller's office is an equal employment opportunity employer.

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