

Opening Date: Fiscal Year 2022
Closing Date: NA
Work Location: Austin, TX
Posting Number: 22-GEN
Monthly Salary: Varies
Group/Class: Varies
Travel %: Varies
Division/Department: Varies
Number of Positions: Multiple

JOB VACANCY NOTICE

TWDB General Position

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

Texas Water Development Board's Mission

Leading the state's efforts in ensuring a secure water future for Texas and its citizens.

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>.

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties are highly encouraged to apply.

Military Crosswalk information can be accessed at <https://hr.sao.texas.gov/CompensationSystem/JobDescriptions> by selecting the Occupation Category for the Class Title of interest.

Job Description Summary

Since 1957, the TWDB has been charged with addressing the state's water needs. The TWDB's main responsibilities are threefold: collecting and disseminating water-related data; assisting with regional water planning and preparing the state water plan for the development of the state's water resources; and administering cost-effective financial programs for the construction of water supply, wastewater treatment, flood control, and agricultural water conservation projects. To successfully fulfill these responsibilities, the TWDB performs a variety of work administering the daily operations and activities of the Texas Water Development Board.

The TWDB employs staff within the following business areas:

Accounting

Accounting maintains the general ledger, prepares timely and accurate financial reports for internal and external recipients. This staff is responsible for ensuring the integrity of financial data in multiple systems and is responsible for closing loans and registering all public securities purchased by TWDB.

Positions typically include: Accountants

Budget

Budget manages the development, preparation, and maintenance of the TWDB's operating budget and position control. Budget staff prepares budget-related financial data and reports for the Board, staff, and oversight agencies. Additionally, Budget prepares the Legislative Appropriation Request, and prepares fiscal notes, briefing documents, and responses to budget-related issues during the legislative session.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-XXX (General Posting)

Revised 5/27/22



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Class series standardly supported: Budget Analysts

Communications

Agency Communications provides innovative, multimedia communications to share the story of Texas's evolving water needs through various marketing materials, newsletters, publications, and videos. Agency Communications is the TWDB's direct contact with the public and media, handling all media inquiries and responses.

Positions typically include: Information Specialists, Creative Media Designers

Conservation and Innovative Water Technologies

Water Conservation staff assists cities, utilities, and districts in establishing effective water-wise conservation programs. The division lends out and provides training for leak detection and meter testing equipment, assists with water audits, and provides water conservation brochures and educational materials for schools for free or at minimal cost to utilities and government entities. This division also provides agricultural conservation grants to political subdivisions to implement conservation measures and utilizes either local districts or local lending institutions to provide loans for individual farmers to install more efficient irrigation equipment. The Water Conservation program provides irrigation water use estimates by county or regional planning groups and conducts agricultural water conservation outreach at agricultural trade shows and other related events. The Innovative Water Technologies program works to extend the state's water resources through investigation of desalination, rainwater harvesting, water reuse, aquifer recharge (AR), and aquifer storage and recovery (ASR).

Positions typically include: Engineering Specialists, Geoscientists, Hydrologists, Natural Resource Specialists, Program Specialists

Debt and Portfolio Management

Debt and Portfolio Management provides comprehensive financial analysis for the management of the Board's portfolio; issues bonds to obtain money at the most economical cost to the Board to fund loan and grant programs; prepares cash flow analyses, loan analyses, and interest rate calculations; and invests funds in compliance with the Public Funds Investment Act.

Positions typically include: Financial Analysts

Financial Compliance

The Financial Compliance Division monitors the loan portfolio to ensure the prevention of loan defaults through financial stability reviews of its borrowers and monitors financial assistance program requirements to ensure finance-related and contractual compliance by borrowers and grantees.

Positions typically include: Financial Examiners

Financial Operations

Financial Operations is responsible for processing all payments to vendors and employees. This team also draws federal funds, processes accounts receivable including loan collections, and services TWDB debt.

Positions typically include: Accountants

Flood Planning

The Flood Planning Division was established in 2019 greatly expanding the TWDB's role in state and regional flood planning. The division provides ongoing technical assistance and administrative support to 15 regional flood planning groups and manage and provide oversight of a number of flood protection planning studies. Staff in this division also prepare the state flood plan every five years. Flood Planning is also responsible for regional and state flood planning data dissemination, collection, and data management. The flood planning division also oversees the management of Flood Infrastructure Fund watershed protection planning grants.

Positions typically include: Data Analysts, Engineers, Manager, Planners, Project Managers

Flood Science and Community Assistance

The Flood Science and Community Assistance Division administers the agency's flood modeling, flood mapping, grant coordination, and community assistance programs. This area develops and disseminates flood risk data and research to the public and is a participant in the Cooperating Technical Partners program with the Federal Emergency Management Agency (FEMA). The division also participates in management of state grants to political subdivisions to conduct flood studies and mitigation projects and supports the regional and state flood planning processes. Division staff administers FEMA's Flood Mitigation Assistance grant program, is responsible for the National Flood Insurance Program (NFIP) in Texas, conducts State Coordinating Agency functions for the NFIP, assists communities in enrolling in the NFIP, conducts training related to floodplain management, and provides technical assistance and compliance reviews for participating communities with ordinance, floodplain management, and other NFIP issues.

Positions typically include: Engineers, Engineering Specialists, Geographic Information Specialists, Grant Specialists, Program Specialists

General Counsel

The Office of General Counsel is responsible for providing legal advice and representation to agency Board members and staff in the areas of financial assistance, water planning, water policy, natural resources, environmental compliance, legislation, tort claims, human resources, contracting and purchasing, real estate, ethics, open records, open meetings, and rulemaking. This includes, but is not limited to, preparing and reviewing documents, researching and preparing formal and informal legal opinions, representing the agency on interagency working groups, drafting and reviewing regulations and policies, and working with the Office of the Attorney General regarding agency litigation and contested matters.

Positions typically include: Attorneys, Legal Assistants

Governmental Relations

The Governmental Relations office works with state governmental entities and representatives to help carry out the mission of the agency. Before each legislative session, the office compiles a biennial report to the legislature that details activities of the Board and its recommendation for necessary and desirable legislation.

Positions typically include: Government Relations Specialists

Groundwater

The mission of the Groundwater Division is to collect, interpret, and provide accurate and objective information on the groundwater resources of Texas to citizens, groundwater resource managers, policy makers, and law makers. The Groundwater Division is responsible for all aspects of groundwater studies in the state. The division monitors groundwater levels and quality in the state's aquifers, conducts regional-scale aquifer modeling, and houses and maintains water well records. The division's Brackish Resource Aquifer Characterization System, or BRACS program, works to characterize the state's brackish groundwater resources and designate brackish groundwater production zones. Division staff reviews and approves groundwater districts' management plans and participates in the establishment of desired future conditions for aquifers in the state's groundwater management areas. The division also provides groundwater information to Texas citizens and lawmakers.

Positions typically include: Data Analysts, Engineering Specialists, Geoscientists, Hydrologists, Natural Resources Specialists

Human Resources

The Human Resources Department is an essential and indispensable force in facilitating the accomplishment of the TWDB's mission by providing services and administering benefits that promote the security and well-being of the TWDB's most important resource: its employees. This department is committed to providing administrative services to the employees of the TWDB in the areas of employee benefits, salary administration, recruitment, human resources development, personnel records, and employee relations. HR staff additionally provide file room and record maintenance services on all TWDB loans, grants, and assists General Counsel staff with open records requests and records management functions.

Positions typically include: Human Resources Specialists, Training and Development Specialists, Program Specialists

Information Technology

Information Technology (IT) serves as the Information Resources Liaison to internal and external stakeholders. IT oversees the digital transformation process for the TWDB, manages the agency's Shared Technology Services contract, trains new employees on agency procedures, ensures technology standards are published and followed, and resolves user requests and reported computer problems. IT staff develop and maintain agency systems, databases, and applications; serve as the project managers for various enterprise systems; oversee information security programs, oversee data management programs, and create specialized systems as requested by the Texas Legislature, various governmental entities, and the public. Web Administration staff administer the TWDB's internet and intranet websites, ensuring the public effective and quick access to the latest TWDB information.

Positions typically include: Information Technology Business Analysts, Cybersecurity Analysts, Data Officer, Database Administrators, Information Security Analysts, Network Specialists, Programmers, Project Managers, Systems Administrator, Systems Analysts, Systems Support Specialists, Web Administrators

Internal Audit

The Internal Audit Division reports directly to the Board, and is a function required by the Texas Internal Auditing Act (Chapter 2102) of the Texas Government Code, with Internal Auditors governed by Government Auditing Standards and Standards for Professional Practice of Internal Auditing of the Institute of Internal Auditors. The Internal Audit Division is independent of management and provides objective assurance and consulting services designed to add value and improve the operations of the TWDB. The Division assists the TWDB in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate, and improve the effectiveness of, the organization's governance, risk management, and internal controls.

Positions typically include: Auditors

Procurement and Contract Services

Procurement and Contract Services provides contract development, contract compliance, contract monitoring, and related payment authorization services. Contracting also provides procurement functions to acquire materials, equipment, and services in accordance with state and federal rules and regulations.

Positions typically include: Contract Administration Managers, Contract Specialists, Purchasers, Systems Analysts

Program Administration and Reporting

Program Administration and Reporting consists of four departments: Program Administration, Outlays and Escrows, Reporting, and Outreach. This division develops policies to facilitate the management of the financial assistance programs. Division staff monitor and ensure agency compliance with state and federal laws, policies, and standards as it relates to administering TWDB financial assistance programs in addition to processing financial assistance disbursements through outlays and escrows. The Outreach Department serves as a liaison between entities and the TWDB and is responsible for the coordination and facilitation of marketing TWDB programs to local communities, cities, counties, districts, authorities, and water supply corporations.

Positions typically include: Data Analysts, Financial Analysts, Program Specialists

Regional Water Project and Development

Regional Water Project and Development (RWPD) is responsible for working with communities in the development of their projects from conception through the procurement of funding and ultimately, the completion of construction. The division provides assistance and guidance to the project owners throughout all phases. This is accomplished through a director, an administrative team, an application and closing team to process financial assistance applications and closings, and a disbursement and review team, responsible for programmatic approvals of payment requests. The seven project management teams are divided by geographical areas and oversee projects from concept to the end of

construction. Each team consists of a team manager, engineer, environmental reviewer, and project manager. An attorney and a regional planner also work closely with each team.

Positions typically include: Engineers, Financial Analysts, Management Analysts, Natural Resources Specialists, Program Specialists, Project Managers

Support Services

The Support Services Department within Operations and Administration provides mail services, fleet management, staff support, and facility support such as office space management, lease management, building safety, telecommunications, and other support functions of the agency as needed. The division also provides Board meeting and special event coordination.

Positions typically include: Staff Services Officer

Surface Water

The Surface Water Division provides scientific and engineering expertise associated with data collection, analysis, and modeling of surface waters in Texas to ensure the continued availability of water supplies and the maintenance of the ecological health and productivity of Texas rivers, streams, reservoirs, bays, and estuaries. Division activities include 1) data collection, evaluation, and dissemination; 2) model development and interpretation; 3) performance of investigations, surveys, and research studies; 4) preparation of reports; 5) administration of contracts with private firms, government agencies, and universities; and 6) technical evaluation and review of reports and applications for financial assistance.

Positions typically include: Data Analysts, Engineers, Hydrologists

Texas Natural Resources Information System

The Texas Natural Resources Information System (TNRIS) was originally established to serve Texas agencies and citizens as a centralized clearinghouse and referral center for natural resource data, census data, data related to emergency management, and other socioeconomic data. Today, TNRIS provides high quality historic and current geospatial data products, education and training to state agencies and the GIS community through collaboration, expertise, cost-sharing initiatives, and exceptional customer service. Through the Strategic Mapping program, TNRIS continues to acquire and maintain critical statewide datasets such as the digital orthoimagery program, elevation program, and Address and Land Parcel collection program. TNRIS also provides information and support to the public and emergency personnel during emergency events.

Positions typically include: Geographic Information Specialists, Program Specialists, Programmers, Systems Analysts, Web Administrators

Water Supply Planning

Water Supply Planning provides ongoing data and technical assistance and administrative support to 16 regional water planning groups to assist in updating regional water plans. Staff in this division also prepare the state water plan every five years and provide economic and demographic technical support to regional and state water planning processes. Staff collect annual water use and service boundary data from the public water systems and industrial facilities across the state and also develop water use estimates and demand projections for municipal, manufacturing, mining, steam-electric power generation, irrigation, and livestock water users.

Positions typically include: Data Analysts, Economists, Planners, Program Specialists, Research Specialists

In addition to the business areas defined, the TWDB standardly supports the following administrative and managerial positions specializing in the various disciplines previously described:

Administrative Support

Positions typically include: Administrative Assistants, Executive Assistants

Job Vacancy Notice (cont.)
Posting number _22-GEN_

Program Management

Positions typically include: Program Supervisors, Managers, Directors

Essential Job Functions

See job posting detail for any current or future referral.

Minimum Qualifications

See job posting detail for any current or future referral.

Preferred Qualifications – if applicable

See job posting detail for any current or future referral.

Knowledge, Skills, and Abilities (KSAs)

See job posting detail for any current or future referral.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.