



Texas Board of Professional Engineers
Workforce Plan
2013 - 2017

APPENDIX E – Workforce Plan

FORWARD

The Texas Board of Professional Engineers (Board) Workforce Plan details Board efforts to regulate engineering services while striving to remain responsive to the licensing community it serves. The Workforce Plan forecasts staffing goals, workforce skills, demographics and trends required to ensure agency operations in accordance with the mission of excellence while upholding standards required by those we regulate.

OVERVIEW

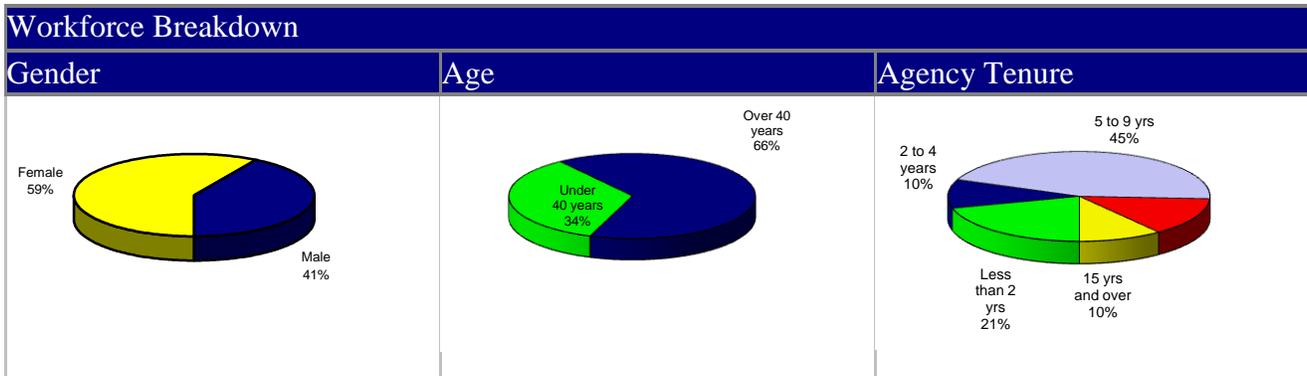
The agency works effectively and efficiently under the SDSI project program and currently employs 29 full-time employees, which requires most staff members to perform multiple job functions. The Board expects high standards of performance and customer service that require the agency to maintain a highly engaged and skilled workforce.

The knowledge, skills, and experience of our employees are vital to meet the goals and objectives of the Board. The last five years has seen a stable workload as increase in customer service provided over the years has been matched by automation of current processes. Current goals are aligned with the increasing technological advances through training and development of professional skills.

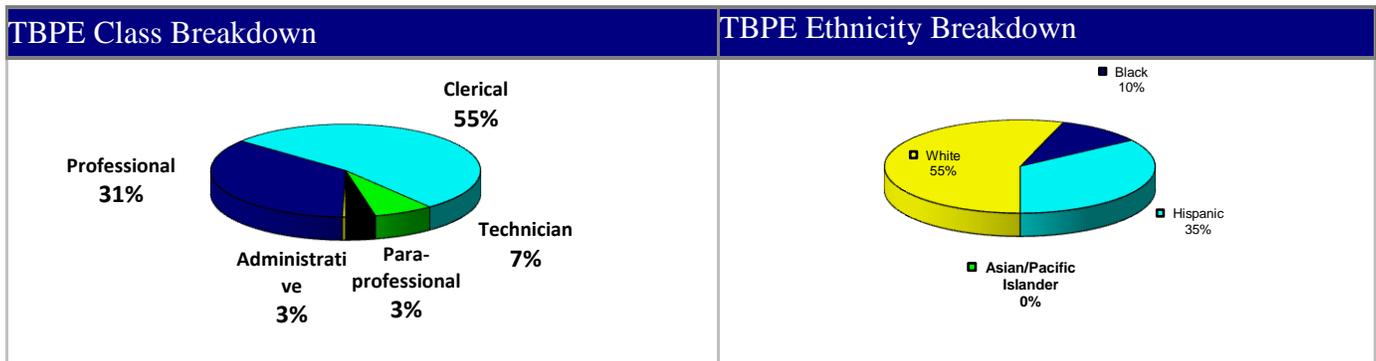
WORKFORCE DEMOGRAPHICS

Gender, Ethnicity, Age

The following charts profile the agency’s workforce as of June 2012. The agency’s workforce comprises 58.62% females and 41.38% males. 65.52% of the employees are over the age of 40. A little more than 31% of employees have less than five year’s agency service. This percentage warrants training programs to ensure our employees maintain professional growth and development.



A total of 30 full-time positions are budgeted for, and 29 are filled, including one exempt position. Using EEO definitions, currently there are: officials and administrators—1; professionals—10; clerical employees—15; para-professional-1 and technicians—2. Five Professional Engineers are on staff to analyze and evaluate technical engineering issues and the technical/professional credentials of applicants. The ethnic distribution of the staff is 55.17% White, 34.48% Hispanic, and 10.34% Black. There are no Asian/Pacific Islander members currently on staff.



Employee Turnover

Turnover is an important issue in any organization and the Board is no exception. Average tenure in the agency is just over 7 years. By focusing on employee retention and performance improvement issues, the agency turnover rate has decreased from 20% in FY2010 to 10.34% in FY2012 with a two year average of 15%.

Retirement Eligibility

During the last two years, the Board lost one employee due to retirement. The agency estimates that the agency could lose three employees in the next five years due to retirement.

FUTURE WORKFORCE PROFILE

The new goals of the agency identified as Resource Development, External Communication, and Process and Product Improvements, along with agency Core Functions of Licensing and Enforcement provide us with a context for future workforce planning.

A. Critical Functions

- Enhancement of communication and outreach functions;
- Enhancement and improvement of internal processes; and
- Continued development of in-house IT initiatives.

B. Expected Workforce Changes

- Increased use of technology to revise and streamline work processes; and
- Increased employee cross-training in functional areas.

C. Anticipated Increase/Decrease in Number of Employees Needed to Do the Work

- Due to optimizations, the agency does not anticipate an increase in FTE count;
- Agency will review staffing needs in light of improvements and process changes.

D. Future Workforce Skills Needed

To administer the variety of activities required in an efficient and effective manner, the agency relies on a competent and knowledgeable staff. In addition to the critical competencies listed before, additional skills will be essential for future positions:

- Communication skills – both interpersonal and external presentation skills;
- Change management;
- Process analysis and improvement;
- Technical and computer skills;
- Collaboration;
- Negotiation and facilitation;
- Project management;
- Performance management;
- Strategic planning; and
- Business process re-engineering.

