



Texas Board of Professional Engineers
Workforce Plan

As Submitted in TBPE Strategic Plan 2015 - 2019

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Workforce Plan

FORWARD

The Texas Board of Professional Engineers Workforce Plan provides an overview of agency staffing information. The agency has been successful in meeting its mission and goals and providing excellent service with a highly trained and skilled staff of motivated individuals. The agency has been able to work smarter and leverage technology to address a significant increase in the number of licensees while holding total staffing relatively flat. The Workforce Plan forecasts staffing goals, workforce skills, demographics and trends required to continue to ensure the high standard of agency operations and services.

OVERVIEW

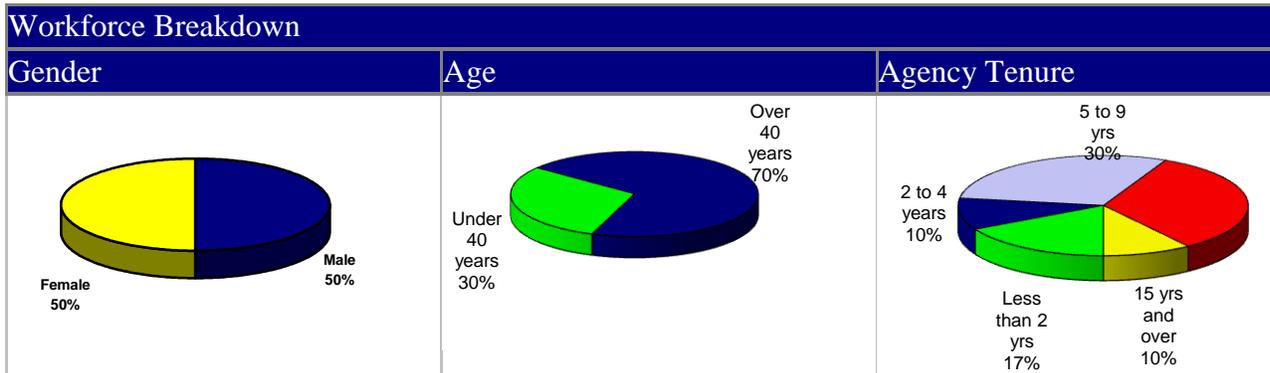
The agency works effectively and efficiently under the SDSI project program and currently employs 31 full-time employees, which requires most staff members to perform multiple job functions. The Board expects high standards of performance and customer service that require the agency to maintain a highly 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 significant growth in workload; however, advances in internal technology and staff training and skills have allowed the agency to continue to provide quality customer service to meet its mission and goals without a relative increase in staff. Current strategic goals are aligned to support the development of the agency workforce, including training, communications, agency environment, and succession and retention planning

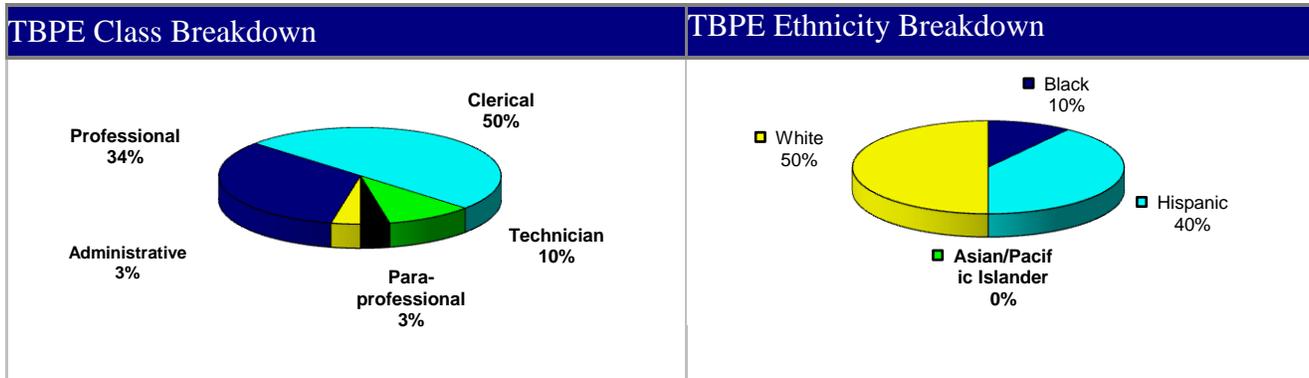
WORKFORCE DEMOGRAPHICS

Gender, Ethnicity, Age

The following charts profile the agency’s workforce as of June 2014. The agency’s workforce comprises 50% females and 50% males. 70% of the employees are over the age of 40. A little more than 25% 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 31 full-time positions are budgeted and 30 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 - 3. Six 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 50% White, 40% Hispanic, and 10% 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 8 years. By focusing on employee retention and performance improvement issues, the agency turnover rate has remained steady with a two year average of 6.5%.

Retirement Eligibility

During the last two years, the Board lost no employees due to retirement. The agency estimates that the agency could lose seven employees in the next five years due to retirement. The agency is working on career ladder and retention programs, as well as overall staffing and workload to address this potential change.

FUTURE WORKFORCE PROFILE

The new goals of the agency identified as Customer Communication, Organizational Resource Development, 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.
- Career Ladder, Retention, and Recruiting Programs

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, process changes, and staffing 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 competencies listed before, additional skills will be essential for future positions:

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