



Texas Board of Professional Engineers  
Workforce Plan  
***Fiscal Year 2016***

## **SCHEDULE F – 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 training 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.

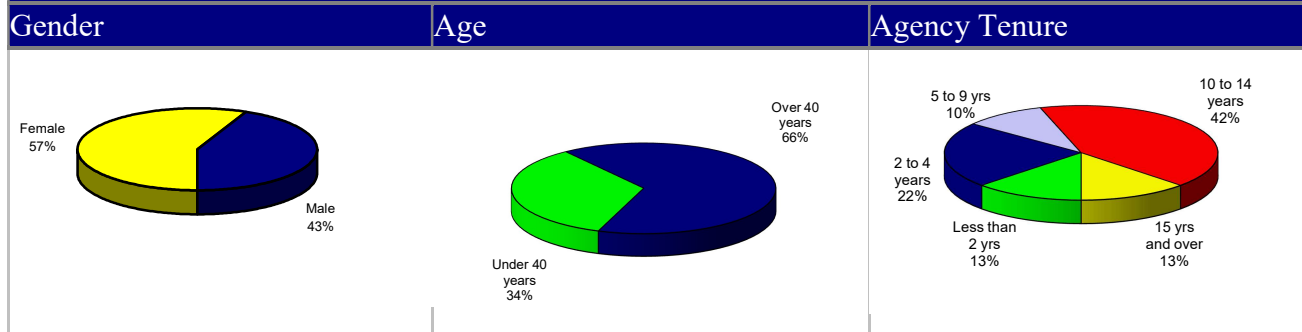
The knowledge, skills, and experience of our employees are vital to meet the goals and objectives of the Board. The last five years has seen a significant growth in workload; however, advances in internal technology and staff training and skills have allowed the agency to provide quality customer service to meet its mission and goals without an 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**

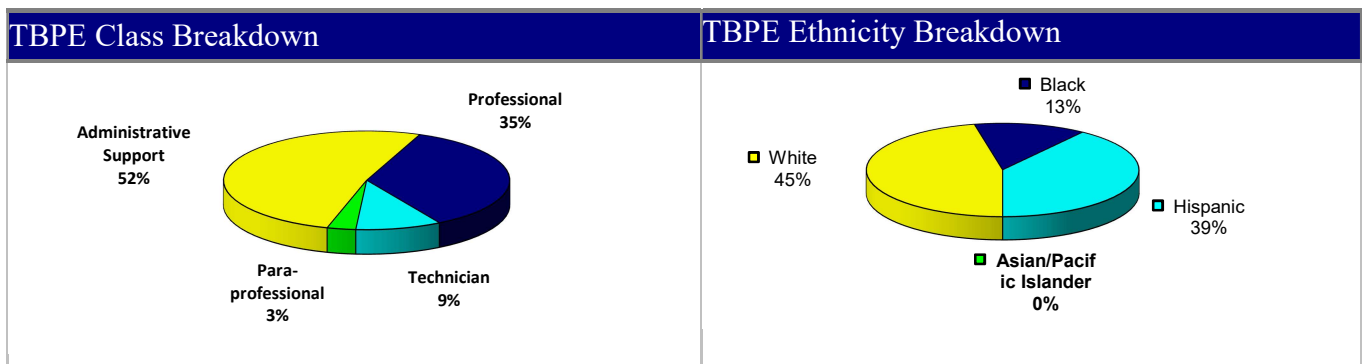
#### **Gender, Ethnicity, Age**

The following charts profile the agency's workforce as of May 2016. 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 35% of employees have less than five year's agency service. This percentage warrants training programs to ensure our employees maintain professional growth and development.

## Workforce Breakdown



A total of 31 full-time positions are budgeted for, and 31 are filled, including one exempt position. Using EEO definitions, currently there are: officials and administrators—1; professionals—10; administrative support employees—16; para-professional-1 and technicians—3. 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 45.16% White, 38.71% Hispanic, and 12.90% Black. There are no Asian/Pacific Islander members currently on staff.



### Employee Turnover

Turnover is an important issue in any organization and the TBPE is no exception. Average tenure in the agency is 9.7 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 employee due to retirement. The agency estimates that the agency could lose seven employees in the next five years due to retirement. One employee is scheduled to retire before the end of FY 2016. The agency has implemented a career ladder program and is working on a retention and succession program, as well as overall staffing and workload issues 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**

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

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

- Due to continued optimizations, the agency does not anticipate a significant increase in FTE count;
- Agency will review staffing needs in light of improvements and process changes and present revisions to the Board;
- Due to constant workload increases related to agency Core Functions and the goal of providing enhanced educational outreach, additional staff may be considered by the Board, if necessary.

### **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;
- Technical and computer skills;
- Project management;
- Performance management;
- Strategic planning; and
- Business process creation or revision.

The TBPE expects to be able to satisfy and fulfill future workforce needs with the current hiring and retention practices and procedures.