

WORKFORCE PLAN 2019-2023



TEXAS BOARD OF PROFESSIONAL
GEOLOGISTS

TBPG Workforce Plan for Fiscal Years 2019-2023

TBPG Overview

The Texas Board of Professional Geoscientists regulates the non-exempt public practice of geoscience. Core staff activities include:

- Reviewing applications for licensure/issuing new licenses to qualified applicants
- Facilitating the TBPG Appointed Board's review of waiver requests (of license requirements) for appropriate action
- Processing license, registration and certification renewal applications
- Investigating complaints against unlicensed individuals and firms and the TBPG's licensees, registrants, and certification holders and facilitating the TBPG Appointed Board's review of proposed disciplinary action for appropriate action
- Facilitating the TBPG Appointed Board's activities related to its review of individual issues (complaint case reviews and application and waiver request reviews)
- Providing information to the public regarding the regulation of the non-exempt public practice of geoscience by the TBPG
- Providing customer service to licensees, registrants, and certification holders and the general public related to TBPG's programs
- Completing administrative tasks related to the operation of the TBPG as a state agency (fiscal processes, human resources processes, interacting with and providing reports to "oversight" state agencies and Legislative entities)
- Implementation of/ensuring compliance with existing and newly passed federal and state law

The TBPG notes the following issues that need to be tracked more closely over the next biennium:

- Utilization of the system the TBPG has set up that integrates the review process of initial applications for PG licensure (including examination requests), Geoscience Firm registration, and Geoscientist-in-Training certification programs with the TBPG regulatory database so that new licenses, registrations and certifications are issued and tracked efficiently and effectively
- Utilization of the system the TBPG has set up that integrates the online and "in-house" PG licensure, Geoscience Firm registration, and Geoscientist-in-Training certification renewal processes with the TBPG regulatory database so that new licenses, registrations and certifications are issued and tracked efficiently and effectively.

- Utilization of the system the TBPG has set up that integrates the investigation and adjudication of complaints against licensees, registrants, and certificate holders with the TBPG regulatory database.

A great deal of TBPG staff time has been and will continue to be spent in daily operations (completing implementing administrative, financial, licensing and enforcement functions).

The TBPG continues to need staff that can implement existing systems and processes and develop and refine work systems as the needs of the TBPG change over time.

Current Workforce Profile (Supply Analysis)

There are many important functions that must be performed by the TBPG. Over time, the TBPG Executive Director must make adjustments to the TBPG's use of positions, detailing key duties and responsibilities in position descriptions and completing annual evaluations of staff performance. This strategy maximizes the utilization of staff resources appropriated to the agency. At this time, the agency has particularly highly skilled staff in place in all key positions. This ensures that the agency can manage all of its fiduciary responsibilities.

A. Critical Workforce Skills

There are several critical skills that are important to the agency's ability to operate. TBPG has dedicated its focus on workforce planning issues that will address the most critical areas in the agency. These issues include placing greater emphasis on employees with knowledge, skills and abilities in management and leadership, flexible budgeting, development of work systems and policy, licensing and related customer service; enforcement, and implementing outreach programs/communications systems. Key knowledge, skills and experience include:

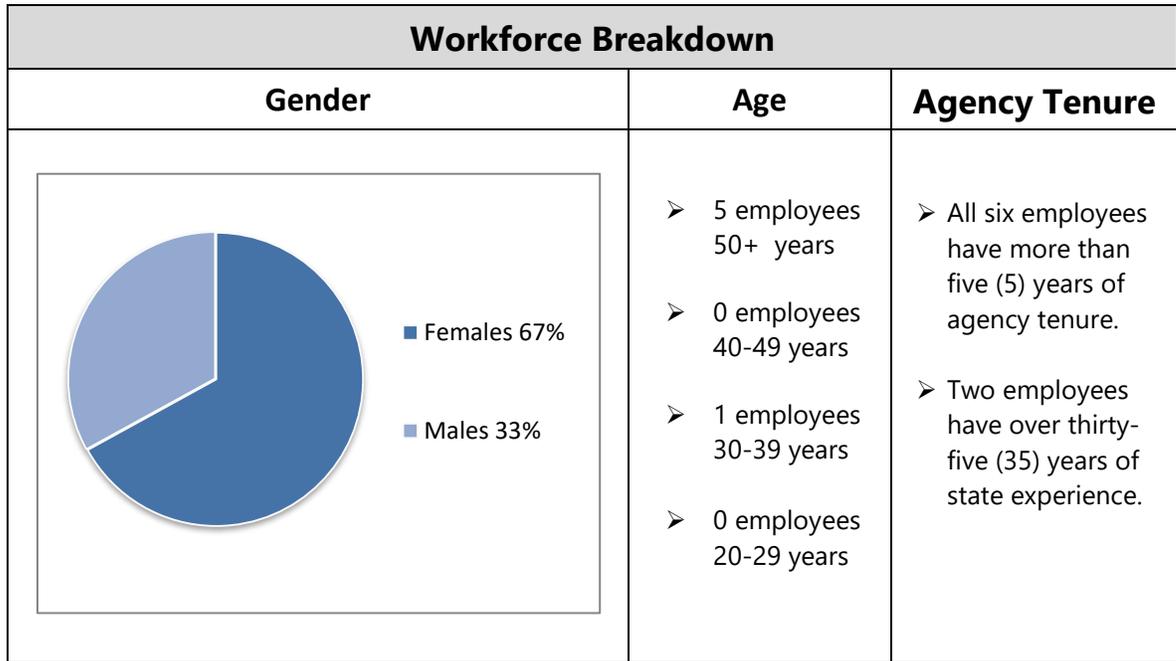
- Leadership and management skills
- High level communications skills
- Implementation of an effective licensing and enforcement database product
- Revenue/budget tracking and reporting of performance measures
- Conducting complaint investigations; adjudicating complaints involving violations
- Maintaining licensing functions (applications reviews, coordination of renewal and late notices, consumer service/support, etc.) and developing new programs
- Interpreting legal statutes and developing policy
- Human resource knowledge

B. Workforce Demographics

The TBPG is authorized 6.5 full time employees. There are currently 6 employees who are on staff to execute the functions of the TBPG.

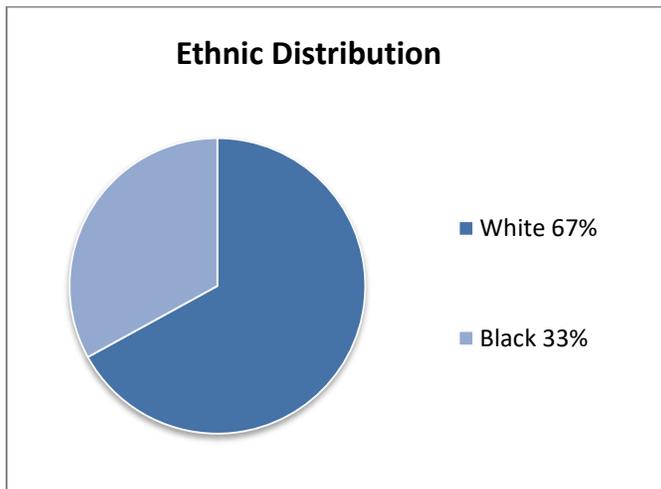
The TBPG’s workforce is comprised of 67% females and 33% males. Over 83% of the employees are over the age of 50. The percentage of employees with more than five years of state experience is 100%.

Figure 1: Workforce Breakdown



The ethnic distribution of the staff is 33% Black and 67% White. The following pie charts display the gender and ethnicity of the TBPG workforce as of February 1, 2018.

Figure 2: Ethnic Distribution



Employee Turnover

Turnover is an important issue in any organization and TBPG is no exception. The TBPG turnover rate in Fiscal Year 2018 to date has been 0%.

C. Retirement Eligibility

During fiscal years 2018-2019, one employee is eligible to retire. One employee is retired from state government (from other state agencies) and has been rehired with the state with TBPG. It is a benefit to TBPG to have tenured employees. It is also important to maintain tenured employees' employment with TBPG to preserve staffs' institutional knowledge and organizational experience.

Future Workforce Profile (Demand Analysis)

As a result of a decrease in funding from the preceding biennia and FTE authority in the FY 2018-2019 General Appropriations Act (GAA), the TBPG functionally lost one employee. Agency leadership revised work processes and reorganized business units. The changes and resulting performance has been within an acceptable range, but staff resources are stretched.

It would be ideal if the Legislature were to restore the funding and one position (FTE) for the next biennia (FY 2020-2021). TBPG plans to request the restoration of the funding/FTE in its Legislative Appropriations Request for the next biennia. It would be very difficult for the agency to perform its functions if the legislature were to require an additional cut from the base funding (as was required in the last appropriations request instructions).

Critical Functions: TBPG's most critical functions are identified below:

- Implementation of an effective licensing and enforcement database product
- Revenue/budget tracking and reporting of performance measures
- Conducting complaint investigations; adjudicating complaints involving violations
- Maintaining licensing functions (application reviews, coordination of renewal and late notices, consumer service/support, etc.) and developing new programs
- Interpreting legal statutes and developing policy

Anticipated Workforce Changes: The changes implemented by TBPG Management must continue into the next biennia. Those implemented changes include:

- Increased use of technology to revise and streamline work processes
- Employees cross-trained in functional areas

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

The TBPG's current level of FTEs appears to be marginally sufficient to complete its mission in the future. Any reductions could jeopardize the agency's ability to continue to meet its objectives and responsibilities. Currently, all staff work directly on critical functions. While the Executive Director manages the agency and contributes to policy development, as well as ongoing implementation of policy, the other five TBPG staff are utilized as follows:

- Two staff members, including an Enforcement Coordinator and an Enforcement Specialist are assigned to enforcement efforts.
- One staff member, the Licensing Coordinator is assigned to licensing and related efforts.
- One staff member fulfills the agency's needs in the roles of Chief Financial Officer, Risk Management Coordinator, Human Resources Officer and related functions.
- One staff member serves to coordinate activities related to the informational services strategy.
- The TBPG has employed the use of technology to minimize the number of staff needed to complete necessary duties and fulfilling responsibilities of the agency.
- TBPG staff "cross-over" to other functions to assist when higher seasonal or unexpected workloads are experienced in any area.

Future Workforce Skills Needed

To administer the Texas Geoscience Practice Act effectively, the TBPG relies on a competent and knowledgeable staff. In addition to the critical competencies listed before, these are additional ones essential for the TBPG to maintain in its staff in the future:

- Change Management
- Process analysis
- Collaboration
- Negotiation and facilitation
- Project management
- Performance management
- Strategic planning
- Leadership and management skills
- High level communication skills
- Human resource knowledge
- Database management
- Web management
- External communication

- Publication skills

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