

TEXAS BOARD OF PROFESSIONAL ENGINEERS
JOB VACANCY NOTICE
MANAGER IV

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| Functional/Working Title: | Director of Compliance & Enforcement |
| State Classification and Number: | Manager IV - 1603 |
| Military Occupational Specialty Codes (MOS): | 12, 120 A, 12A, 88N, 510X, 753X, 50, 59, 3E, 32, 32EX, 3E51X1, 13, 8824, 8826 |
| Salary and Salary Group: | \$7,500.00 per month - B 25 |
| Preferred Years of Experience: | 5 years |
| Division: | Compliance & Enforcement |
| Review of Job Description & Responsibilities: | Annually (by Executive Director) |
| Immediate Supervisor's Title: | Executive Director |
| Position to Which Immediate Supervisor Reports: | Board Chair |
| Job Posting No.: | 460-LK-080417 |
| Closing Date: | Open Until Filled |

NOTE: Only applicants who are interviewed will receive written notification of non-selection. During the interview process, applicants may be required to perform a writing exercise.

Job Description

Under direction from the executive director, performs complex technical work for the Board, including reviewing complaints, allegations, and apparent violations of the Act and recommending appropriate action. Reviews and analyzes the technical and engineering merit of enforcement complaints concerning engineering and initiates disciplinary action. Directs and manages the Compliance & Enforcement Department and all investigative staff. Manages the Policy Advisory Opinion process. Communicates with Board Members, professional engineers, applicants, other stakeholders, and the general public concerning compliance and enforcement issues. Presents seminars, workshops, and outreach presentations on Enforcement, Continuing Professional Competency, and Ethics to universities, technical societies, and engineering companies. Assists staff with rulemaking processes. Assists Executive Director with special projects relating to engineering, enforcement, and other technical issues. Work is performed with latitude for independent judgment and is subject to review for application of sound professional practices.

Essential Functions

- Directs, supervises and evaluates the activities and performance of the Compliance & Enforcement (C&E) staff. Provides guidance to Supervising Investigator, Staff Attorney, and Administrative Team. Includes hiring, evaluating, providing professional growth development and retention of staff.
- Reviews and analyzes enforcement cases to determine how the case should proceed including determining suggested possible sanctions. Coordinates the handling of all enforcement actions from receipt through final Board action, including informal hearings and SOAH hearings.
- Coordinates the handling of all Policy Advisory Opinion Requests from receipt through final Board action, including stakeholder process and communication to the public.
- Evaluates, recommends language, and implements changes to Board Rules and existing policies and procedures related to C&E.
- Makes agency outreach presentations and represents the agency at state and national conferences and events. Serves on committees and work groups as needed
- Responds to inquiries from public on issues related to C&E and Policy Advisories. Interprets statute, rules, and policies. Advises Executive Management and Board on issues related to C&E and Policy Advisory Opinions.
- Participates in Journey Toward Excellence and Strategic Planning teams and initiatives.
- Performs related work as assigned.

Knowledge, Skills, and Abilities

- Ability and experience in managing a productive work team.
- Knowledge of legal principles, practices, and proceedings and skilled in legal research and analysis.
- Knowledge of engineering principles, techniques, and procedures.
- Ability to interpret and explain rules, regulations, policies and procedures.
- Skills necessary to analyze and interpret engineering work.

- Ability to interpret Board act and rules and its application to compliance and licensing.
- Ability to manage complex projects.
- Ability to comprehend and implement program goals and objectives relative to the agency's mission.
- Effective oral and written communication skills and ability to provide excellent customer service.
- Knowledge and skill in the use of office machines and personal computers to including standard office software and databases.
- Adaptability to performing other duties as assigned.

Minimum Requirements

Education and Experience

Must have graduated from an accredited four-year college or university program with major course work in engineering or a related scientific field. Must have a Texas Professional Engineer (PE) license or must meet the licensing requirements of the Texas Engineering Practice Act and obtain a license from the Texas Board of Professional Engineers within one year. Must have at least five years of full-time management experience of a department or team in which primary duties include the planning, organizing, controlling, and directing the work of employees and five years of full-time experience in engineering or other regulatory experience.

Preferred Requirements:

- Code compliance and/or enforcement at the city, county, state, or national level
- Law enforcement and/or investigation knowledge and experience
- Council on Licensure, Enforcement & Regulation (CLEAR) National Certified Investigator and Inspector Training (NCIT) training
- Experience working in regulatory environment (city, county, state, national level)
- Experience in legislative procedures
- Experienced public speaker
- Experience in development and implementation of continuous improvement programs.

Other

TBPE is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply.

Related Military and Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of Army - 12, 120 A, 12A, 88N. Navy - 510X, 753X; Coast Guard - 50, 59, Air Force – 3E, 32, 32EX, 3E5X1; Marine – 13, 8824, 8826, or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. Should you be contacted for an interview and require reasonable accommodation, please inform the scheduling representative of such accommodation.

Must submit a complete official State of Texas Employment Application Form, Applicant EEO Data Form with original signature to TBPE Attn: Human Resources - 1917 S Interstate 35, Austin, Texas 78741. Resumes may be submitted with the State of Texas Employment Application Form.