

**TEXAS BOARD OF PROFESSIONAL ENGINEERS  
JOB VACANCY NOTICE**

<b>Functional/Working Title:</b>	Licensing Specialist
<b>State Classification Title and Number:</b>	Program Specialist I – 1570; or Program Specialist II – 1571 (depending on experience)
<b>Military Occupational Codes:</b>	<b>Air Force</b> – 3A1X1, 3M0X1; <b>Army</b> – 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y; <b>Coast Guard</b> – 360, YN; <b>Marines</b> – 0100, 0111, 4133, 0102, 0170; <b>Navy</b> – SH, YN, SN, YNS, 641X, 741X
<b>Salary and Salary Group Range:</b>	<b>Program Specialist I: \$3,081.33</b> monthly (B17); or <b>Program Specialist II: \$3,293.42</b> monthly (B18) <i>(Salary and salary group commensurate with level of experience)</i>
<b>Minimum Years of Experience:</b>	Program Specialist I: 2 years Program Specialist II: 4 years
<b>Division:</b>	Licensing
<b>Review of Job Description &amp; Responsibilities:</b>	Annually
<b>Immediate Supervisor’s Title:</b>	Licensing Team Leader
<b>Position to Which Immediate Supervisor Reports:</b>	Director of Licensing
<b>Number of vacancies:</b>	1
<b>Job Posting No:</b>	460-RDS-100418
<b>Closing Date:</b>	Open Until Filled

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

**POSITION DESCRIPTION AND RESPONSIBILITIES**

The Licensing Specialist will be interviewed and selected by the Director of Licensing and the Licensing Team Leader and report directly to the Licensing Team Leader. The position requires strong attention to detail in reviewing, analyzing and interpreting policies, procedures and rules related to licensure, examination, and renewal of engineering licenses. The position will be responsible for preparing, interpreting, and disseminating information on the agency’s rules and procedures for examinations, EIT certification, licensing, and firm registration, including renewals. Provide relevant information to licensed engineers and the general public. Adhere to departmental customer response deadlines while providing excellent customer service. Other primary duties will include filing, responding to emails, phone calls and faxed requests; may also include scanning confidential documents. Must be skilled in the use of standard office equipment and software. Hours of employment are to be 8:00 a.m. to 5:00 p.m. Monday through Friday. The Licensing Specialist will be required to observe all applicable agency policies and procedures, including adherence to established leave and attendance policies, safety rules and regulations in the use of state property. Upon successful completion of training, work shall be performed under limited supervision with latitude for the use of initiative and independent judgment.

**Applicants should clearly describe on their application how they meet the minimum qualifications for the position. Qualifications may be verified through testing.**

**MINIMUM QUALIFICATIONS**

**The Program Specialist I will be required to have:**

- Minimum two years’ experience with general office practices, including administrative procedures and processes to include using standard office equipment, personal computers, printers, scanners.
- Ability to interpret and explain rules, regulations, policies and procedures governing regulatory programs.
- Knowledge of Microsoft Word, Excel, Outlook, Access, and other related software
- Adaptability to performing other duties as assigned

**The Program Specialist II will be required to have all the above qualifications and:**

- Two additional years' of experience with general office practices, including administrative procedures and processes.
- Knowledge and ability to analyze and summarize complex information related to interpreting and explaining rules, regulations, policies and procedures governing regulatory program.
- Ability to respond to complex inquiries on a regular basis with minimal customer issues
- Demonstrated ability to meet deadlines while managing multiple responsibilities.
- Advanced knowledge of Microsoft Word, Excel, Outlook, Access, and other related software
- Adaptability to performing other duties as assigned

**PREFERRED QUALIFICATIONS**

**Other desired qualifications for the Program Specialist I include:**

- Data entry, maintaining and updating confidential records through the use of an internal database.
- Effective communication to include oral and written.
- Demonstration of excellent customer service skills.
- Ability to establish and maintain a professional working relationship with peers.

**Other desired qualifications for the Program Specialist II includes:**

- Ability to demonstrate leadership skills while displaying a professional demeanor.
- Ability to handle high level information in a confidential manner.
- Advanced organization skills with strong attention to detail.

**EXPECTATIONS**

Work is expected to be performed under moderate supervision with limited latitude for the use of initiative and independent judgment. Attends work on a regular and predictable schedule in accordance with agency leave policy.

**EDUCATION**

Graduation from an accredited four-year college or university with major course work in a field relevant to public administration is preferred; experience and education may substitute one for another.

**OTHER**

TBPE is an Equal Employment Opportunity Employer. The Board 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.

**Physical requirements and environmental settings:** Work environment is non-smoking. While performing duties of position, must be able to work extended periods at a computer, with telephone, printer noise, overall busy with moderately high noise levels. Normal office building, common areas; may have exposure to dust and environmental allergens consistent with normal business activities and human contact.

Mostly sedentary in nature; may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; safe lifting and may carry item weighing up to 30 pounds.

**Related Military and Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of **Air Force** – 3A1X1, 3M0X1; **Army** – 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y; **Coast Guard** – 360, YN; **Marines** – 0100, 0111, 4133, 0102, 0170; **Navy** – SH, YN, SN, YNS, 641X, 741X 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](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf)

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

**IMPORTANT NOTE TO ALL APPLICATIONS:** 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.

**HOW TO APPLY**

**Submit a completed official State of Texas Employment Application Form, Applicant EEO Data Form with original signature to TBPE Attn: Human Resources 1917 S IH 35 Austin, Texas 78741-3702. Applications that are incomplete and or hand-written, double-sided will not be considered. Resumes are optional and may be included with the official State of Texas Employment Application Form, but not in lieu of the form.**