TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
JOB VACANCY NOTICE

Functional/Working Title:	Agency Analyst
State Classification and Number:	Management Analyst III – 1864
Military Occupational Codes:	**Air Force** – 3N090, 14FX, 35PX; **Army** – 37F, 11A, 35A, 37A, 46A, 70A, 70D, 70E; **Coast Guard** – YN, INF, MGT13, MGT15; **Marines** – 8016, 0510, 0570, 4502, 4505, 8016, 8840, 8852, 8862, 8870; **Navy** – IS, YN, YNS, 165X, 612X, 632X, 641X, 712X, 732X;
Salary and Salary Group:	$ 5,416.67 per month - B 22
Required Years of Experience:	3
Division:	Executive
Review of Job Description & Responsibilities:	Annually by the Executive Director
Position to Which Immediate Supervisor Reports:	Executive Director
Job Posting No.:	460-LSK-020320
Closing Date:	Open Until Filled

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

Job Description

The Agency Analyst reports to the Executive Director. The Agency Analyst performs advanced, senior-level professional administrative and policy management analysis work which involves consultative research and process or program improvement duties for agency. Performs or oversees the collection, analysis, and reporting of data for agency operations. Analyzes, reviews, documents, develops, and assists with implementation of best business model practices and process improvements. The Agency Analyst is involved with performance measures, strategic planning, continuous improvement, legislative review, and other agency programs. May lead projects and teams as necessary. Will be involved in agency communications and outreach programs. Must be able to articulate laws and rules to board members, regulated professionals, professional organizations, staff, and the general public.   The candidate must exhibit excellent interpersonal skills, adapt to working well in a team environment, be a self-starter capable of managing multiple projects and meeting deadlines while using sound professional judgment. This position may require travel up to 40 percent of the time.   The Agency Analyst works under limited supervision with considerable 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.

QUALIFICATIONS

Required Knowledge and Experience:

➢ A minimum of 3 years of advanced program management experience
➢ Experience in development and reporting of strategic plans, performance reports, and process improvement initiatives.
➢ Experience with collaborative process improvement activities, including aiding in documentation of current business practices, recommending improvements, documenting and implementing changes, measuring benefits to the agency, and leading improvement teams
➢ Experience in data collection and analysis and preparation of comprehensive technical records and reports to present, interpret data, identify alternatives and making and justifying recommendations
➢ Experience in reviewing and evaluating operations and compliance with program policies and procedures, statutes, and rules to develop recommendations and justifications for improvement.
➢ Ability to interpret and explain rules, regulations, policies, and procedures.

- ➢ Experience in developing and leading high-profile projects to address agency's objectives, goals, and mission
- ➢ Experience in developing and documenting policy and procedural manuals
- ➢ Exemplary written and oral communication skills including excellent customer service
- ➢ Ability to establish and maintain professional, effective working relationships with supervisors, managers, co-workers and general public.
- ➢ Public speaking experience
- ➢ Knowledge of MS Word, MS Excel, MS Outlook, MS Access, and other related software
- ➢ Adaptability to performing other duties as assigned, including demonstrating a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team all while upholding agency's Core Values.

Preferred Knowledge and Experience:

- ➢ 5+ years of program management or program leadership experience
- ➢ Specialized knowledge and experience of Texas state government
- ➢ Experience in governmental regulatory or licensing functions
- ➢ Development and implementation of state agency policy and procedures
- ➢ Legislative experience, including statutory development and implementation, processes, and preparation of rules
- ➢ Communication experience, including development of communications materials and presentations, and public speaking
- ➢ Budgeting, appropriations, and familiarity with SDSI programs
- ➢ Certifications: PMI Professional in Business Analysis (PMI-PBA), Certified Business Analysis Professional (CBAP), or ITIL Continual Service Improvement, Six Sigma Green Belt or higher.
- ➢ Experience in conducting business research, analyzing data for LEAN Six Sigma projects, and or the applied Theory of Constraints.
- ➢ Licensure or Registration as a Professional Engineer or Professional Land Surveyor in Texas

EDUCATION
Graduation from an accredited four-year university with course work in business or public administration, business administration, or other related field that includes project management, statistical analysis, or research methodology.

OTHER
TBPELS 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.

ENVIRONMENTAL & PHYSICAL CONDITIONS
Work environment is non-smoking. While performing duties of position, must be able to work extended periods at a computer. Agency is a normal office building and may have exposure to noise, dust, and environment consistent with normal business activities. Work environment is mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/writing/finger motions while using the computer.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of
Air Force – 3N090, 14FX, 35PX; **Army** – 37F, 11A, 35A, 37A, 46A, 70A, 70D, 70E; **Coast Guard** – YN, INF, MGT13, MGT15;

Marines – 8016, 0510, 0570, 4502, 4505, 8016, 8840, 8852, 8862, 8870 **Navy** – IS, YN, YNS, 165X, 612X, 632X, 641X, 712X, 732X;

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 available at:

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

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 TBPELS 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.