

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -  
Gang Intelligence Specialist

SALARY GROUP: B17

DEPARTMENT: Office of the Inspector General

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Cris W. Love, Sr. DATE: 02/17/2015

POSITION #: 017093

**I. JOB SUMMARY**

Performs routine consultative services and technical assistance work. Work involves assisting in planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and training others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Assists in identifying and validating criminal street gang and security threat group members; conducts interviews and participates in debriefings of gang and security threat group members; reviews and monitors security threat group member information within the agency; assists in developing, interpreting, and providing related criminal gang information to various law enforcement agencies; and facilitate responses to requests for assistance from Security Threat Group Management Operations.
  - B. Assists Office of the Inspector General (OIG) operations and criminal investigations with collecting, analyzing, correlating, and evaluating information from a variety of sources; validates known intelligence with data from other sources; and assists in preparing comprehensive written reports, presentations, maps, and charts based on research, collection, and analysis of intelligence data.
  - C. Assists in evaluating records of written, oral, and other means of communication between security threat group members, other incarcerated street gang members, and outside individuals to uncover and report on criminal activity; assists in studying activities related to narcotics, money laundering, gangs, auto theft rings, and terrorism along with other threats to the state of Texas and the United States; and responds to external law enforcement agency requests for information relating to security threat group and incarcerated gang members, their organizations, and patterns of criminal activity.
  - D. Represents the OIG at regional and statewide meetings, briefings, and information sharing sessions involving law enforcement agencies; and assists in preparing and conducting training to agency staff and other law enforcement agencies on issues relating to security threat group activities and gang crimes.
  - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Sociology, Psychology, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning criminal justice experience.
3. One year full-time, wage-earning law enforcement gang intelligence and investigation or security threat group or gang program experience in a state, county, or federal correctional system.
4. Must be eligible for licensure as a Telecommunicator by the Texas Commission on Law Enforcement (TCOLE).

Must have or be able to obtain a TCOLE Telecommunicator license within twelve months of employment date.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.  
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

**B. Knowledge and Skills**

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of the dynamics and operations of security threat groups preferred.
3. Knowledge of offender management skills preferred.

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4. Knowledge of agency offender classification rules, regulations, policies, and procedures preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to review information and prepare technical reports.
12. Skill in public speaking preferred.
13. Skill in interviewing techniques preferred.
14. Skill to interpret and translate Spanish to English and English to Spanish preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, excessive or intermittent noise, dust, slippery or uneven walking surfaces, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, and automobile.