

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -  
Monitoring and Standards

SALARY GROUP: B19

DEPARTMENT: Administrative Review and Risk Management Division

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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: Paul Morales DATE: 03/26/2015

POSITION #: 019065

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Studies and analyzes operations and problems and prepares detailed and comprehensive reports of findings and recommendations; and participates in and conducts surveys, inspections, and reviews to ensure compliance with court orders, laws, regulations, policies, and procedures.
  - B. Assists in researching and analyzing the applications and variations of programs in order to resolve technical problems; recommends and coordinates activities to produce a more effective program; and prepares justifications for and assists in implementing procedural and policy changes.
  - C. Provides consultative services and technical assistance to plan, implement, and monitor effective agency programs; and works with the program staff in determining trends and resolving technical problems.
  - D. Assists in planning and developing training and operational manuals; conducts training for Operational Review Sergeants; and provides technical assistance in the program area.
- \* 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 or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning criminal justice experience.
3. Two years full-time, wage-earning auditing, operational review, program evaluation, or technical review experience.
4. Correctional unit operations experience preferred.

**B. Knowledge and Skills**

1. Knowledge of principles and practices of program administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to review technical data and prepare technical reports.
8. Skill in administrative problem-solving techniques.
9. Skill to develop and conduct training.

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10. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs 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, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, 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, and automobile.