

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -  
Electronic Locking Systems and Controls

SALARY GROUP: B19

DEPARTMENT: Facilities 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: Clyde Armstrong DATE: 3/09/2015

POSITION #: 022390

I. JOB SUMMARY

Performs moderately 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 limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides consultative services and technical assistance to plan, implement, and monitor the Electronic Locking Systems and Controls program to include video surveillance and security equipment, elevators, and boilers; and participates in program development, analysis, and documentation.
- B. Studies and analyzes operations, procedures, and problems; reviews and assists in evaluating facility locking systems data and recommends improvements; conducts inspections and reviews to determine compliance with laws, regulations, policies, and procedures; and prepares justifications for policy and procedural changes.
- C. Works with program staff in determining trends and resolving technical problems; and provides training 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 Electronics, Industrial Technology, 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 experience in manufacturing operations or maintenance of electronic control systems.
3. Experience in the use and maintenance of direct digital control applications in touch screen control systems, microcomputers, computer-based controls, and microprocessors preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of mechanical and electrical designs and operations of locking systems, closed circuit television, fence-monitoring systems, pumps, motors, and related electronically-controlled equipment.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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10. Skill to prepare and maintain accurate records, files, and reports.

11. Skill to review technical data and prepare technical reports.

**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 and ladders, 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, excessive heat, cold, humidity, excessive or intermittent noise, dust, fumes, smoke, gases, grease, oils, solvents, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, vibration, 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, electrical test instruments, telephone, and automobile.