

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III –
Computer Recovery Facility Plant Manager

SALARY GROUP: B19

DEPARTMENT: Manufacturing and Logistics 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: Bobby Lumpkin DATE: 10/21/2015

POSITION #: 024608

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees activities of staff within the Computer Recovery Facility; plans, implements, coordinates, monitors, and evaluates the operations and activities in the repair, refurbishing, and recovery of computers; and conducts inspections and reviews to ensure compliance with agency policies and procedures and state and federal laws, rules, and regulations.
- B. Participates in the development of program goals and objectives; develops and recommends program guidelines, policies, procedures, rules, and regulations; and conducts special investigations and program analyses and recommends improvements.
- C. Reviews and evaluates raw material requirements; reviews records for machinery and equipment repairs and equipment and supply inventory; oversees the installation of new machinery and equipment; prepares program budget requests; and prepares and oversees the preparation of program correspondence and productivity reports.
- D. Confers with staff on program issues and problems to identify and implement solutions; coordinates and monitors training programs for employees and offenders; and maintains liaison with staff, agency management, and outside consumers.
- E. Assigns and supervises the work of others; and provides technical assistance in the program area.
- F. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

* 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. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning experience in repair, refurbishing, or recovery of computers

or

six years full-time, wage-earning experience in any production or manufacturing operation.

Thirty semester hours 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) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.

3. Experience in the supervision of employees or offenders preferred.
4. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of quality control and inspections in manufacturing processes.
2. Knowledge of methods and procedures in computer repair, refurbishing, or recovery preferred.
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 in administrative problem-solving techniques.
8. Skill to plan work in order to meet established guidelines.
9. Skill to review technical data and prepare technical reports.

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10. Skill to develop and evaluate administrative policies and procedures.
11. Skill to assign and supervise the work of others.
12. Skill in the use of machinery and equipment in the assigned area 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, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, humidity, dust, intermittent noise, 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, and automobile.