

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V –  
Offender Work and Training Programs

SALARY GROUP: B21

DEPARTMENT: Manufacturing and Logistics Division - Programs

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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: 05/04/2016

POSITION #: 024616

**I. JOB SUMMARY**

Performs highly complex administrative and supervisory 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 and evaluating budget requests; coordinating program activities; and planning, assigning, and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Oversees staff within the offender work and training programs; plans, implements, coordinates, monitors, and evaluates activities related to the Prison Industry Enhancement and Work Against Recidivism programs, federal grant programs, and offender on-the-job training and recidivism; develops and implements program guidelines, policies, procedures, rules, and regulations; and monitors compliance with agency policies and procedures and state and federal guidelines.
  - B. Establishes program goals and objectives; develops and implements techniques for evaluating programs; oversees and conducts special investigations, program analyses, and operational reviews; and prepares and reviews reports on the effectiveness of program activities.
  - C. Prepares and oversees the preparation of training and operational manuals and educational materials; and prepares and evaluates program budget requests and expenditures.
  - D. Prepares and conducts presentations for state and public agencies and organizations; provides guidance to employees in handling complex problems and issues; and serves as liaison between program staff, unit administration, agency management, and various federal and state agencies.
  - E. Plans, assigns and supervises the work of others; 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 Business Administration, Industrial Technology, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning public administration or program administration experience.
3. Three years full-time, wage-earning experience in the supervision of employees.

**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 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 develop and evaluate program goals, objectives, and procedures.
8. Skill to oversee program activities.
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 in public address.

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12. Skill to review technical data and prepare technical reports.
13. Skill to prepare and maintain accurate records, files, and reports.
14. Skill to plan, assign, and supervise the work of others.

**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.