

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -  
State Classification Committee Member

SALARY GROUP: B19

DEPARTMENT: Classification and Records

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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: Michael Upshaw DATE: 09/23/2014

POSITION #: 029072

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Assists in developing and implementing effective techniques for evaluating agency programs; participates in program planning, development, implementation, analysis, and documentation; monitors compliance with laws, regulations, policies, and procedures; and assists in developing policies, procedures, and manuals.
  - B. Conducts special investigations, program analyses, research studies, and recommends improvements; studies and analyzes operations and problems and prepares reports of findings and recommendations; recommends and coordinates activities to produce a more effective program; prepares justifications for procedural and policy changes; and prepares administrative reports, studies, and specialized research projects.
  - C. Participates as a voting member of the State Classification Committee reviewing offenders and recommending status changes and assignment for special programs and services relating to special needs, pre-parole, sex offender treatment, pre-release, substance abuse, and vocational and academic classes.
  - D. Provides liaison with other departments, agencies, and the public; provides technical assistance in the program area; testifies at hearings and legislative meetings; and responds to emergencies to include escapes, disturbances, and hostage situations.
- \* 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 Sociology, Psychology, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning criminal justice experience.
3. Offender classification experience preferred.

**B. Knowledge and Skills**

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of agency rules, regulations, policies, and procedures related to offender classification 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 in public address.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to train employees.

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**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, weapons, restraining devices, and automobile.