

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR I -
Chief of Unit Classification

SALARY GROUP: B17

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: Joni White DATE: 07/18/2013

POSITION #: 029430

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Assists with program monitoring and evaluation; participates in quality assurance and utilization review processes for case management to ensure quality services; assists with service coordination and referral problems; and serves as point of contact for inquiries concerning offender status.
 - B. Coordinates and chairs unit classification committee meetings; identifies problem areas, service gaps, and barriers to services for offenders; maintains communication with management regarding service issues; oversees the development and maintenance of committee documentation to include offender unit files, committee dockets, offender travel cards, and automated records; and prepares reports.
 - C. Provides offender case management to include reviewing housing and work assignments and changes that impact medical restrictions, security needs, and custody levels; and oversees the processing of all requests and identified needs through coordination with the unit and state classification committees and unit administration.
 - D. Conducts and oversees unit orientation for newly assigned offenders regarding facility rules and regulations and available services and programs.
 - E. Trains and supervises employees.
- * 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 a Behavioral Science, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning correctional custody, law enforcement, offender case management, or correctional unit operations experience.
3. One year full-time, wage-earning offender classification experience.
4. Experience in the supervision of employees preferred.

B. Knowledge and Skills

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of case management principles, objectives, standards, and methods.
3. Knowledge of the principles and practices of public administration and management.
4. Knowledge of community resources preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
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.

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11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to assess offender needs.
13. Skill to coordinate offender services.
14. Skill to train and supervise employees.

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.