

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -
Unit Classification and Count Room Coordinator

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: Joni White DATE: 6/26/2015

POSITION #: 029431

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 classification and count room program planning, development, training, and implementation; recommends and coordinates activities to produce a more effective program; prepares justifications for and assists in implementing procedural and policy changes; and assists in providing consultative services to plan, implement, and monitor effective agency programs.
 - B. Provides technical assistance on program services; works with program staff in determining trends and resolving technical problems; and reviews case histories to evaluate the effectiveness of standards and policies in managing offenders.
 - C. Participates in or conducts surveys, inspections, and reviews to determine compliance with certification requirements, laws, rules, regulations, policies, and procedures; studies and analyzes operations and problems and prepares detailed and comprehensive reports of findings and recommendations; assists in clearing daily strength activities; and assists in evaluating research findings relative to specific projects being developed.
 - D. Provides assistance in resolving capacity and housing issues on facilities; assists in planning and developing educational programs; and assists in developing policy and procedure manuals.
- * 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, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning offender classification, offender case management, or correctional unit operations experience.
3. Staff development experience preferred.

B. Knowledge and Skills

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of unit count room and classification procedures preferred.
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 administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to review technical data and prepare technical reports.
12. Skill to train others.

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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, and automobile.