

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I –
Strength System Coordinator

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 M. White DATE: 10/29/2013

POSITION #: 029447

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Performs technical assistance and support work for the Inmate Strength Reporting System within the Unit Classification and Count Room area; and provides liaison and assistance to units regarding offender movement and daily strength data entry.
 - B. Serves as liaison to governmental agencies, community organizations, and the public to assist in explaining program specifics and requirements; responds to inquiries regarding technical program and administrative regulations, policies, and procedures; and coordinates work with state and federal courts.
 - C. Prepares correspondence, forms, and documents; assists in the preparation of administrative reports, studies, and specialized projects; assists in preparing, interpreting, and disseminating information concerning Diligent Participation and other agency programs and procedures; and assists in the collection, organization, analysis, and preparation of materials in response to requests for program information.
 - D. Assists in the review of program area operations to identify errors in strength information, make corrections, and develop plans to improve or address areas of concern; researches technical issues; and assists in the development of policy and procedure manuals and training material.
 - E. Provides training for program staff; and assists in providing 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, Criminal Justice, Public Administration, 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 unit operations, offender classification, or technical program support experience.
3. One year full-time, wage-earning experience in computer operations including Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration.
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 implement administrative procedures and evaluate their effectiveness.
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.

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11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill in the electronic transmission of communications.
13. Skill to train others.
14. Skill to type 45 words per minute (with no more than 10 errors) 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, 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.