

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I –
Executive Services

SALARY GROUP: B17

DEPARTMENT: Executive Services

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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: Karen Hall DATE: 10/03/2014

POSITION #: 032190

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. Assists in the preparation of administrative reports, studies, and specialized research projects; and works with program staff in determining trends and resolving problems.
 - B. Assists in responding to open records request ensuring compliance with agency requirements, laws, rules, regulations, policies, and procedures; and assists in bill analysis and reviewing legislation for potential impact to agency.
 - C. Assists in providing consultative services to plan, implement, and monitor effective agency programs; assists in providing technical assistance on program services to include site visits; and trains others.
- * 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 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 criminal justice, program administration, or public administration experience.
3. Criminal justice experience preferred.

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 techniques to effectively monitor agency programs.
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 problem-solving techniques.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to gather, assemble, correlate, and analyze facts.

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12. Skill to review technical data and prepare technical reports.
13. Skill to plan work in order to meet established guidelines.
14. Skill to train 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 and outside, 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.