

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR I -
Plans and Operations

SALARY GROUP: B17

DEPARTMENT: Plans and Operations

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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: Cody Ginsel

DATE: 06/13/2016

POSITION #: 033297

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 in planning, implementing, coordinating, monitoring, and evaluating agency security-related policies and operational plans; assists in the development of program guidelines, policies, procedures, rules, and regulations; and monitors compliance with current legislation, statutes, and regulations and agency policies and procedures.
- B. Assists in conducting inspections, reviews, audits, and special investigations; confers with staff on program issues and problems; and prepares and reviews reports on the effectiveness of program activities.
- C. Prepares, interprets, and disseminates program information; assists in the preparation of administrative reports, correspondence, and specialized research projects; and oversees the development and maintenance of program records and files to include an automated information systems.
- D. Assists in the preparation of training and operational manuals and educational materials; works with program staff in determining trends and resolving technical problems; and provides training and technical assistance.
- E. Supervises the work of 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 Criminal Justice, Business Administration, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning criminal justice or program administration experience.
3. Correctional custody or law enforcement experience preferred.
4. Experience in the supervision of employees preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of standard security practices and procedures for correctional confinement facilities.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
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 in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to develop and evaluate administrative policies and procedures.
11. Skill to prepare and maintain complex records, files, and reports.
12. Skill to review technical data and prepare technical reports.
13. Skill to train and supervise 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, 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, calculator, copier, fax machine, dolly, telephone, and automobile.