

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V -  
Offender Disciplinary Program

SALARY GROUP: B21

DEPARTMENT: Office for Disciplinary Coordination

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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: Michael Upshaw DATE: 4/23/2015

POSITION #: 033299

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Oversees activities of staff within the offender disciplinary program; plans, implements, coordinates, monitors, and evaluates offender disciplinary services and procedures in agency correctional facilities; ensures compliance with laws, statutes, and agency disciplinary process requirements, policies, and procedures; and responds to inquiries regarding offender discipline.
- B. Develops and implements effective techniques for evaluating facility program services and operations; oversees special investigations and program analyses; provides guidance to employees in handling difficult or complex problems; identifies training needs; and provides technical assistance and guidance in implementing new methods and procedures.
- C. Develops, implements, and coordinates the revision of offender discipline guidelines, policies, and procedures; oversees and conducts division-level facility operational reviews; and prepares and oversees the preparation of program management reports.
- D. Plans, assigns, and 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 Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning program administration or criminal justice administration experience.
3. Experience in the supervision of employees preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of correctional or law enforcement administration and management.
2. Knowledge of state and federal laws, rules, regulations, and statutes relating to penal institutions.
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 review technical data and prepare technical reports.
8. Skill in administrative problem-solving techniques.
9. Skill in public address.

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10. Skill to develop and evaluate program policies and procedures.

11. Skill to plan, assign, and supervise the work of 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, 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.