

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V –
Safe Prisons and Prison Rape Elimination Act Program

SALARY GROUP: B21

DEPARTMENT: Safe Prisons Program

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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: Leonard Echessa DATE: 09/26/2016

POSITION #: 033301

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 Safe Prisons and Prison Rape Elimination Act Program; plans, implements, coordinates, monitors, and evaluates program operations; develops and implements effective techniques for evaluating program activities, policies, and procedures; and ensures compliance with current laws, rules, and regulations and agency policies and procedures.
 - B. Establishes program goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; develops and implements technical policies and procedures; and provides guidance to employees in handling complex problems and new methods and procedures.
 - C. Oversees and reviews reports of sexual abuse incidents; oversees the preparation of and monitors required program reports and correspondence; facilitates program awareness, education, and training for staff and offenders; and oversees the development and maintenance of offender sexual abuse records.
 - D. Plans, assigns, and supervises the work of others; and provides technical assistance in 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 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 criminal justice, correctional custody, or law enforcement experience.
3. Experience in the supervision of employees preferred.
4. Criminal justice administration experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of overall operation of correctional facilities.
3. Knowledge of correctional methods, techniques, practices, and procedures.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill in public address.

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11. Skill to establish goals and objectives.
12. Skill to develop and evaluate administrative policies and procedures.
13. Skill to review technical data and prepare technical reports.
14. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
15. 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, calculator, copier, fax machine, dolly, telephone, weapons, restraining devices, and automobile.