

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -
Compliance Specialist

SALARY GROUP: B17

DEPARTMENT: Private Facility Contract Monitoring/Oversight Division

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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: Oscar Mendoza DATE: 01/16/2015

POSITION #: 034030

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 conducting surveys, inspections, and reviews to ensure compliance with court orders, laws, regulations, policies, and procedures; assists in developing policy and procedure manuals; and assists in providing technical assistance and training on program services.
- B. Assists in providing consultative services to plan, implement, and monitor contract facilities; assists in planning and developing educational programs; and provides liaison between departments of the agency, contract facilities, other agencies, organizations, and the public.
- C. Participates in program planning, development, and implementation; assists with studying, observing, and analyzing operations and problems and preparing reports of findings and recommendations; assists in recommending activities to produce a more effective program; and assists in preparing justifications for the implementation of policy and procedural changes.
- D. Investigates allegations of policy and procedure violations and documents findings; assists in the preparation of administrative reports, studies, and specialized research projects; works with program staff in determining trends and resolving technical problems; and responds to emergencies to include escapes, disturbances, and hostage situations.

* 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 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 experience.
3. Technical review, program evaluation, or correctional unit operations 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, and regulations.
3. Knowledge of the overall operation of correctional facilities preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to review technical data and prepare technical reports.
6. Skill in administrative problem-solving techniques.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to monitor program compliance with established policies, procedures, rules, regulations, and guidelines.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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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, 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, using chemical agents, 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, weapons, restraining devices, and automobile.