

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III –
Correctional Training

SALARY GROUP: B19

DEPARTMENT: Correctional Training

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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: Tracy Bailey DATE: 12/01/2015

POSITION #: 037057

I. JOB SUMMARY

Performs 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 budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates correctional training operations and training documentation; and monitors compliance of correctional training programs with agency policies and procedures and American Correctional Association (ACA) accreditation standards.
- B. Reviews and verifies content and accuracy of training audit summaries; reviews and approves inventory reports of documentation and statistical reports of training data; and plans, coordinates, and monitors the maintenance of ACA documentation, correspondence, records, and files to include an automated correctional training database.
- C. Plans, coordinates, and oversees the maintenance, revision, and distribution of training department standard operating procedures; develops and implements effective techniques for evaluating training documentation procedures; monitors and evaluates documentation of training classes; and provides instruction on correctional training documentation management.
- D. Prepares and assists in the preparation of administrative reports, studies, and specialized projects; conducts reviews, program analyses, and research studies and prepares reports of findings and recommends improvements; and develops and recommends program guidelines, policies, procedures, rules, and regulations.
- E. Assigns and supervises the work of others; and confers with program staff on program issues and problems to identify and implement solutions.

* 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, Education, Human Resources, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning correctional administration, program administration, public administration, or program evaluation experience.
3. Two years full-time, wage-earning experience in the supervision of employees.
4. Experience in staff development, teaching, training, instructing, or correctional unit operations preferred.
5. Automated data processing systems experience preferred.
6. Auditing experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and program management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of training methods and techniques and the fundamentals of curriculum development.
4. Knowledge of agency operational review and information management processes preferred.
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.

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8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill in public address.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to prepare and maintain complex records and files in an automated system.
13. Skill to review technical data and prepare technical reports.
14. Skill to develop and evaluate administrative policies and procedures.
15. Skill to 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, 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.