

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST V –
Compliance Monitor

SALARY GROUP: B21

DEPARTMENT: Texas Correctional Office on Offenders with Medical or Mental Impairments

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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: April Zamora DATE: 04/01/2015

POSITION #: 040022

I. JOB SUMMARY

Performs advanced consultative services and technical assistance work. Work involves planning, developing, and implementing programs funded by the Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI); and providing consultative services and technical assistance to contract and program staff, governmental agencies, community organizations, and the public. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides liaison with state and national organizations related to TCOOMMI; and consults with public and private agencies and field offices involved in the program to resolve problems, identify training needs, and determine program effectiveness.
 - B. Analyzes the application of and variations within programs and develops action plans to improve or initiate programs; and oversees the studies and analyses of operations and problems and the preparation of reports of findings and recommendations.
 - C. Oversees the completion of and monitors required performance reports and recommends appropriate changes; provides technical assistance on program services; determines trends and resolves operations problems; develops and implements effective techniques for evaluating agency programs; and coordinates and conducts surveys, on-site inspections, and reviews to ensure compliance with certification requirements, state and federal laws, regulations, policies, and procedures.
 - D. Provides guidance to staff in the development and integration of new methods and procedures; provides consultative services to plan, implement, and monitor effective programs; and assists in planning and developing educational programs.
 - E. Prepares administrative reports and studies; and assists in the completion of research projects relating to the scope of operations.
- * 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 a Behavioral Science, Criminal Justice, Law, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis. Master's degree from a college or university accredited by the CHEA or by the USDE preferred.
2. Six years full-time, wage-earning criminal justice administration, human services, program administration, or social services experience. Fifteen semester hours of graduate course work from an accredited college or university in a related field may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.

B. Knowledge and Skills

1. Knowledge of community resources and state and federal entitlement programs for persons with disabilities.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of policies and procedures of local criminal justice agencies, probation offices, and jails preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to evaluate programs, analyze data, and prepare recommendations for improvements.
7. Skill to review technical data and prepare technical reports.
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 communicate ideas and instructions clearly and concisely.
11. Skill in problem-solving techniques.

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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, typewriter, calculator, copier, fax machine, telephone, and automobile.