

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V –  
Reentry and Integration Programs

SALARY GROUP: B21

DEPARTMENT: Reentry and Integration 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: April Zamora DATE: 07/22/2014

POSITION #: 040053

**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. Plans, implements, coordinates, monitors, and evaluates regional Reentry and Integration program activities; develops and implements pre- and post-offender release program guidelines, policies, procedures, rules, and regulations; develops and implements a comprehensive network of transition programs to address the needs of offenders upon entry, release, and discharge from a correctional facility; and monitors compliance with policies and procedures.
  - B. Establishes program goals and objectives; oversees the preparation of program management and productivity reports and studies; develops and implements techniques for evaluating programs; oversees staff conducting analyses to ensure programs are effective and meet contractual obligations with private vendors; and monitors licenses and contracts for the program.
  - C. Oversees individualized case management, to include the assessment of offenders to determine distinct skill sets required for successful integration into the community; prepares and oversees the preparation of life-skills training, to include budgeting, money management, nutrition, exercise, and education; and confers with departmental and program staff on program problems and issues to identify and implement solutions.
  - 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 Education, Business Administration, Criminal Justice, 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.
2. Six years full-time, wage-earning reentry programs, criminal justice, case management, social services, education, or program administration experience.
3. Experience in the supervision of employees preferred.
4. Experience working with offender reentry programs preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of case management principles, objectives, standards, and methods.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in public address.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to review technical data and prepare technical reports.
14. Skill to establish goals and objectives.
15. Skill to develop and evaluate administrative policies and procedures.
16. 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.