

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -
Rehabilitation Programs

SALARY GROUP: B17

DEPARTMENT: Rehabilitation Programs 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: Pam Carey DATE: 02/22/2016

POSITION #: 045252

I. JOB SUMMARY

Performs routine consultative services and technical assistance work. Work involves assisting in planning, developing, and implementing an agency program; 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 providing consultative services and technical assistance in program planning, development, and implementation; assists with the review of program area functions and operations; and assists in preparing justifications for the implementation of policy and procedural changes.
- B. Assists with studying and analyzing rehabilitation programs data and services and prepares reports of findings and recommendations; and assists in reviewing and evaluating treatment program activities and program performance data to ensure quality of care and compliance with rules, regulations, policies, and procedures.
- C. Assists in the collection, organization, analysis, and preparation of materials in response to requests for program information; and assists in the preparation of administrative reports, studies, and specialized research projects.
- D. Works with program staff in determining trends and resolving technical problems; and provides training and technical assistance to program staff.

* 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, Accounting, Finance, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning auditing, accounting, technical program support, or program administration experience.
3. Technical review or program evaluation experience preferred.
4. Criminal justice experience preferred.
5. Computer operations experience preferred.
6. Current valid licensure as a Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services or current valid certification as a Certified Criminal Justice Professional (CCJP) by the Texas Certification Board of Addiction Professionals preferred.

B. Knowledge and Skills

1. Knowledge of generally accepted compliance auditing standards, principles, and techniques.
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 agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Knowledge of substance abuse treatment program procedures and methods preferred.
6. Skill to communicate ideas and instructions clearly and concisely.

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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 to gather, assemble, correlate, and analyze facts.
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 accurate records, files, and reports.
13. Skill to review technical data and prepare technical reports.
14. Skill to develop and evaluate administrative policies and procedures.
15. Skill to train 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.