

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR I –  
Administrative Segregation 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: Steven B. Gaddis DATE: 11/17/2015

POSITION #: 045278

**I. JOB SUMMARY**

Performs routine administrative and supervisory program work. Work involves assisting in establishing program goals and objectives; assisting in developing program guidelines, policies, procedures, rules, and regulations; assisting in developing schedules, priorities, and standards for achieving program goals; assisting in evaluating program activities; and supervising the work of others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Assists in planning, implementing, coordinating, and monitoring administrative segregation programming with a primary focus on the Serious and Violent Offender Reentry Initiative (SVORI) program; assists in the development and implementation of reintegration strategies that provide high-risk offenders with the appropriate structure, supervision, skills, social services, and treatment to successfully transition into society; and assists in monitoring and evaluating effective program services.
  - B. Assists in conducting special investigations, program analyses, and research studies; prepares and reviews reports on the effectiveness of program services and makes appropriate recommendations; and assists in preparing justifications for policy and procedure changes.
  - C. Assists in the preparation of correspondence, reports, studies, and specialized research projects; and assists in the preparation of training and operational manuals, educational materials, and information programs.
  - D. Confers with staff on program issues and problems; works with the Parole Division, non-profit organizations, community-based groups, private foundations, and faith-based groups to secure resources and services for the participants in the program; and delivers programs to offenders.
  - E. Supervises the work of others; and provides technical assistance on program services.
- \* 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, Counseling, 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 counseling or case management experience.
3. Experience in the supervision of employees 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, regulations, and statutes.
3. Knowledge of current principles and practices of substance abuse treatment programs.
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 the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to review technical data and prepare technical reports.

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12. Skill to develop and evaluate program policies and procedures.

13. Skill to train and supervise employees.

**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.