

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V -
Administrative Segregation Programs

SALARY GROUP: B21

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: Marvin Dunbar DATE: 01/14/2013

POSITION #: 045312

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. Supervises offender orientation sessions; oversees the preparation of program class materials and case notes; attends program treatment team meetings; and conducts one-on-one sessions as needed.
 - B. Plans, implements, coordinates, monitors, and evaluates programs to include the Serious and Violent Offender Reentry Initiative Program (SVORI) and the Administrative Segregation Pre-release Program (ASPP); establishes program goals and objectives; and develops and implements program guidelines, policies, procedures, rules, and regulations.
 - C. Oversees the preparation of program management and productivity reports and studies to include the program tracking system and related reports; and oversees the collection of data for program participants to ensure services are being documented and delivered appropriately for both SVORI and ASPP offenders.
 - D. Serves as liaison between program staff and other agency departments and divisions to include administrative, unit, and security staff; provides technical assistance in the program area; and facilitates program tours for state and federal agencies and other groups and organizations.
 - E. Plans, assigns and supervises the work of others; and provides guidance in handling difficult and complex problems in the assigned program area.
- * 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, Public Administration, or a related field preferred. Master's degree preferred.
2. Seven years full-time, wage-earning program administration experience. Master's degree may be substituted for each year of experience for a maximum substitution of two years.
3. Three years full-time, wage-earning experience in the supervision of employees.

B. Knowledge and Skills

1. Knowledge of public administration and management techniques.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of program planning and implementation.
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 to review technical data and prepare technical reports.
10. Skill to develop and evaluate administrative policies and procedures.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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12. Skill to establish program goals and objectives.
13. Skill in public address.
14. 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.