

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III –
Post Secondary Correctional Education Specialist

SALARY GROUP: B19

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: 09/26/2016

POSITION #: 045347

I. JOB SUMMARY

Performs complex consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program; and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Participates in the planning, implementation, analysis, and documentation of the post-secondary education programs; and monitors, reviews, and evaluates compliance with program policies and procedures, statutes, and rules.
- B. Screens, processes, and monitors offender transfer requests to participate in post-secondary correctional education programs; reviews eligibility criteria and determines if offender meets criteria for program; and verifies offender eligibility to participate in the graduation process.
- C. Studies and analyzes operations and problems and prepares reports of findings and recommendations for procedural or policy changes; and collects, organizes, analyzes, and prepares material in response to requests for program information.
- D. Prepares, edits, and distributes correspondence, reports, forms, and other documents; receives, monitors, and tracks data and documents to ensure proper handling, distribution, and responses; compiles and enters data; and develops and maintains filing, record keeping, and records management systems to include automated information systems.
- E. Consults with agency departments and divisions and other agencies and organizations involved in the program to resolve problems; and serves as liaison with college personnel, unit staff, other agency departments, other agencies, offenders, and offender families to explain program specifics and requirements.

* 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, Education, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning program administration, academic program, or data gathering and assessment experience.
3. Two years full-time, wage-earning technical program support experience.
4. Criminal justice experience preferred.
5. Computer operations experience 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 rehabilitation programs preferred.
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.

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10. Skill to develop and evaluate administrative policies and procedures.
11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

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