

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -  
PREA Ombudsman Support Specialist

SALARY GROUP: B17

DEPARTMENT: Texas Board of Criminal Justice

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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: Lynne Sharp DATE: 04/11/2016

POSITION #: 047034

**I. JOB SUMMARY**

Performs routine consultative services and technical assistance work. Work involves assisting in planning, developing, and implementing an agency program and 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. Provides support and assists in the planning, development, and implementation of the Prison Rape Elimination Act (PREA) Ombudsman program; assists in developing policy and procedure manuals; and assists in preparing justifications for the implementation of procedural and policy changes.
  - B. Assists in the completion of and monitors compliance with requirements, laws, regulations, policies, and procedures for the PREA Ombudsman; and assists in the collection, organization, analysis, and preparation of materials in response to inquiries and request for information and reports.
  - C. Assists in the review of sexual abuse and sexual harassment administrative investigations to ensure compliance with the PREA standards, laws, regulations, policies, and procedures; assists in the review of program area functions and operations to identify areas in need of change; and assists with the development of plans to improve and address areas of concern in the PREA Ombudsman program.
  - D. Serves as liaison to staff, government agencies, community organizations, and the public; and assists in explaining PREA Ombudsman program specifics and requirements.
  - E. Provides training and 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 Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning criminal justice, program administration, or public administration experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
4. Ombudsman or investigative 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 statistical analysis processes and research techniques.
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 problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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10. Skill to develop and evaluate program policies and procedures.
11. Skill to review technical data and prepare technical reports.
12. Skill to gather, assemble, correlate, and analyze facts.
13. Skill to analyze program performance and develop plans to address identified issues.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
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.