

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -
Special Needs Offender Program

SALARY GROUP: B19

DEPARTMENT: Specialized Programs

Page 1 of 3

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: Stuart Jenkins DATE: 07/15/2014

POSITION #: 051102

I. JOB SUMMARY

Performs complex consultative services and technical assistance work. Work involves 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 general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides consultative services and technical assistance to plan, implement, and monitor the Special Needs Offender program; conducts surveys, inspections, and reviews to determine compliance with contracts, program policies and procedures, and state and federal laws; and participates in program planning, development, implementation, analysis, and documentation.
 - B. Assists in developing and implementing effective techniques for program evaluation; studies and analyzes operations and problems and prepares reports of findings and recommendations to include operational records and contract compliance; and reviews, analyzes, and maintains statistical program information.
 - C. Prepares administrative reports, studies, and specialized research projects; assists in the development of proposals and applications for public and private funds and resources for program activities and operations; and assists in preparing program budget requests.
 - D. Works with program staff in determining trends and resolving technical problems; provides technical assistance on mental retardation, mental impairments, and special needs caseloads; and provides liaison with agency staff, other agencies and organizations, and the public.
 - E. Develops and conducts training and in-service programs.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -
Special Needs Offender Program

SALARY GROUP: B19

DEPARTMENT: Specialized Programs

Page 2 of 3

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 Criminal Justice, Counseling, Social Work, Psychology, Sociology, Education, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning parole process, parole officer, case processing, case management, probation officer, community supervision, or parole administration experience.
3. Experience in the development, administration, or monitoring of mental health or mental retardation programs preferred.

B. Knowledge and Skills

1. Knowledge of methods, practices, and procedures of mental health and mental retardation assessment and treatment.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to develop effective proposals and applications for funds and resources.
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.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -
Special Needs Offender Program

SALARY GROUP: B19

DEPARTMENT: Specialized Programs

Page 3 of 3

10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to review technical data and prepare technical reports.
12. Skill in developing and conducting training and in-service 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, 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.