

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III -
District Reentry Center

SALARY GROUP: B19

DEPARTMENT: Parole 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: Stuart Jenkins DATE: 06/24/2016

POSITION #: 051252

I. JOB SUMMARY

Performs 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 budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates the activities of the District Reentry Center (DRC); develops and recommends program priorities, guidelines, policies, procedures, rules, and regulations; and participates in the development of proposals and applications for public and private funds and resources for program activities and operations.
 - B. Conducts special investigations, program analyses, and research studies; ensures compliance with certification requirements, contracts, laws, policies, procedures, and regulations; and prepares and reviews reports on the effectiveness of program activities.
 - C. Coordinates work with other departments of the agency; and provides liaison with agency staff, other agencies, community programs, and organizations to coordinate, improve, and stimulate interest in the program area.
 - D. Prepares and oversees the preparation of operational manuals and educational and informational materials; edits and prepares administrative reports, studies, and special publications; and prepares program budget requests.
 - E. Assigns and supervises the work of others; and provides training and technical assistance on issues and services in the 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 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 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 parole process, parole officer, case processing, case management, probation officer, community supervision, or parole administration experience to include two years in the supervision of employees.
3. Program development and administration experience preferred.
4. Parole officer experience preferred.

Applicants must meet the Texas Law Enforcement Telecommunications System (TLETS) access eligibility criteria as contained in the FBI Criminal Justice Information Systems Security Policy.

Must maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of methods, practices, and procedures of criminology, psychology, or public administration and management.
3. Knowledge of community-based services and community and government service delivery systems.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to develop and evaluate administrative and operational policies and procedures.
6. Skill to interpret and apply rules, regulations, policies, and procedures.

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7. Skill to develop effective proposals or applications for funds and resources.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill in administrative problem-solving techniques.
11. Skill in public address.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to review technical and statistical data and prepare technical reports.
14. Skill to develop and conduct training and in-service programs.
15. Skill to 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, 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.