

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V-
Executive Clemency

SALARY GROUP: B21

DEPARTMENT: Board of Pardons and Paroles

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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: Bettie L. Wells DATE: 11/03/2015

POSITION #: 064086

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. Plans, implements, coordinates, monitors, and evaluates legal and clemency support programs and services; develops and implements program guidelines, policies, procedures, rules, and regulations; and monitors compliance with policies and procedures.
 - B. Oversees special investigations, program analyses, and research studies; develops and implements effective techniques for evaluating program services and operations; and makes recommendations for improvement.
 - C. Establishes program goals and objectives; determines program statistics and trends and resolves operational problems; and oversees the preparation of program management and productivity reports and studies and recommends appropriate changes.
 - D. Provides liaison with public and private agencies and organizations involved in legal and clemency support services to resolve problems; develops training materials and conducts training programs; and determines program effectiveness.
 - E. Plans, assigns, and supervises the work of others; provides guidance to employees in handling difficult or complex problems; and provides technical assistance 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 Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis for a maximum substitution of two years.
2. Seven years full-time, wage-earning public administration experience.
3. Three years full-time, wage-earning experience in the supervision of employees.
4. Parole administration or criminal justice administration experience preferred.
5. Computer operations 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 the principles and practices of public administration and management.
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 oversee program activities.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill to establish goals and objectives.
10. Skill to review technical data and prepare technical reports.
11. Skill to develop and evaluate administrative policies and procedures.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
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, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 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.