

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -
Substance Abuse

SALARY GROUP: B17

DEPARTMENT: Community Justice Assistance Division

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: Manny Rodriguez DATE: 08/22/2012

POSITION #: 100013

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Assists in program planning, development, and implementation of the Substance Abuse Felony Punishment Facility (SAFPF) programs; assists with the review of program area operations to identify areas in need of change; and assists in developing plans to address and improve areas of concern.
 - B. Reviews reports furnished by SAFPFs to make placements for Community Supervision and Corrections Department (CSCD) defendants; and reviews disciplinary reports furnished by SAFPFs to facilitate the retention or discharge of CSCD defendants from the SAFPFs to the sending jurisdictions.
 - C. Reviews reports furnished by CSCDs and treatment facilities to compare performance levels and eligibility of offenders for treatment extensions, placement into relapse substance abuse programs, or discharge from aftercare programs.
 - D. Coordinates work with other staff, departments, agencies, organizations, public officials, planning consultants, civic groups, and the public.
 - E. Assists in the preparation of training and operational manuals, educational materials, and information programs; and provides training and technical assistance on program services.
- * 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 I -
Substance Abuse

SALARY GROUP: B17

DEPARTMENT: Community Justice Assistance Division

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, Social Services, a Behavioral Science, 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 experience.
3. Experience in substance abuse treatment programs preferred.
4. Community supervision experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of correctional facilities and substance abuse treatment methods and techniques.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of program planning and implementation.
5. Knowledge of offender management practices.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. 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 I -
Substance Abuse

SALARY GROUP: B17

DEPARTMENT: Community Justice Assistance Division

Page 3 of 3

12. Skill to review technical data and prepare technical reports.
13. Skill to prepare and maintain accurate records, files, and reports.
14. Skill in public address.
15. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
16. 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, 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.