

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -  
American Correctional Association (ACA) Accreditation

SALARY GROUP: B17

DEPARTMENT: Administrative Review and Risk Management 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: Marvin Dunbar DATE: 09/14/2021

POSITION #: 019159

**I. JOB SUMMARY**

Performs routine consultative services and technical assistance work. Work involves assisting with planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Participates in program planning, development, and implementation for the American Correctional Association (ACA) Accreditation; creates unit ACA folders for accreditation and reaccreditation; documents policy and procedure updates; and monitors and reviews compliance with requirements, laws, regulations, policies, and procedures for the assigned program.
- B. Assists in collecting, compiling, and reviewing statistical data; assists in the preparation of administrative and statistical reports, incident reports, annual reports, and outcome measures; and performs technical, research, planning, policy, program assessment, and administrative activities for ACA auditors and unit staff.
- C. Maintains and updates ACA folders for the unit; creates welcome books for the ACA auditors prior to the ACA audit; attends unit tours with the ACA auditors; and ensures the audit team files are copied and submitted to the central office in a timely manner.
- D. Provides liaison to other unit staff, ACA auditors, and the ACA Central Office Administration; and assists in providing 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 Criminal Justice, Program Administration, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning administrative support, technical program support, or criminal justice experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of program 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 communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to evaluate program activities.
10. Skill to review technical data and prepare technical reports.

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11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software 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, calculator, copier, fax machine, telephone, dolly, and automobile.