

TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR
Brandon S. Wood



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Austin, Texas 78711
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JOB DETAILS

Internal Posting Number: #230602 Job

Title: Planning Assistant Location:

Planner I **(Program Specialist II)**

Headquarters

Pay \$4,166/MO - \$50,000YR starting

Travel: Occasionally

Full Time: Yes

Work In Texas Posting #16069648

Start date: September 1, 2023 – 6 month Training and Probationary period

State Classification #: 1571

State Classification Title: **Program Specialist II**

Salary Group: B18

Military Crosswalk (Program Specialist I) at below and at link;

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Army - No Military Equivalent Navy - OS, YN, YNS, 611X, 612X, 641X, 712X Coast Guard - OS, YN, OSS Marine Corps - No Military Equivalent Air Force - 8U000, 16GX, 60CO, 63GO, 86MO, 86PO, 88AO

GENERAL DESCRIPTION

Performs complex technical work in the criminal justice planning field. Work involves assisting in the monitoring and evaluation of plans and programs to ensure compliance with administrative rules and legislation. Performs duties related to the planning of jail facilities to include facility needs analyses and construction plan review and comment. Assists in development and revision of Minimum jail Standards, based on review of conditions, data and technology. Maintains various computer software programs. Assignments usually involve complex research. Work may be performed independently, or as a team member, depending on the nature and scope of the project. Work is performed with independence and is reviewed by the Planner.

EXAMPLES OF WORK PERFORMED

- Conducts reviews and comments on construction documents for compliance with Minimum Jail Standards.
- Collects, organizes, and analyzes data in the development of Standards and information systems.

Judge Bill Stoudt, Longview, Chair
Dr. Esmail Porsa, M.D., Houston, Vice-Chair
Melinda E. Taylor, Austin

Sheriff Kelly Rowe, Lubbock
Sheriff Raul "Pinky" Gonzales, Refugio
Patricia M. Anthony, Garland

Commissioner Ben Perry, Waco
Duane Lock, Southlake
Monica McBride, Alpine

"The Commission on Jail Standards welcomes all suggestions and will promptly respond to all complaints directed against the agency or any facilities under its purview".

To empower local government to provide safe, secure and suitable local jail facilities through proper rules and procedures while promoting innovative programs and ideas

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- Coordinates and maintains computer-based information systems for annual jail inspections, jail occupancy inspections, facility surveys, variances, planners, and vendors.
- Prepares draft and final text of administrative rules and Standards.
- Prepares formal submission for publication in the Texas Register, as needed.
- Conducts jail occupancy inspections.
- Develops facility needs analyses.
- Researches and develops professional reports and formal business letters.
- Initiates technical assistance regarding changes to Minimum Jail Standards, and new techniques in jail construction.
- Researches and demonstrates ways to reduce cost of jail construction and operations.
- Consults on ways to achieve compliance with Minimum Jail Standards in the most economical and effective manner.
- Performs related tasks as assigned.
- Performs related work as assigned.

GENERAL QUALIFICATION REQUIREMENTS

Experience and Training

- Experience in interaction with public officials.
- Some experience and duties in the research or planning field associated with city, county, regional, department, state or federal agency.
- Experience in the criminal justice area at any level is helpful.
- Experience, or knowledge of how to read and interpret construction plans or documents.
- One (1) year of experience as a jail administrator is preferred.
- Driving Record may be required.
- Computer Skills testing may be required.

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Education

A bachelor's degree from an accredited college or university in a field related to the Agency's mission or administrative and construction requirements is preferred, however, jail or construction planning experience may substitute for education. Graduation from high school or equivalent is required.

Knowledge, Skills and Abilities

- Knowledge of State and local government organization and administration.
- Working knowledge of planning purposes, functions, and concepts.
- Ability to comprehend basic architectural, engineering, engineering design and corrections terminology.
- Ability to learn and comprehend basic architectural, engineering, and engineering design documents and corrections terminology.
- Thorough knowledge of analytical methodology and functional relationships.
- Basic knowledge of the Agency's mission, functions, policies, and procedures.
- Ability to plan, research, organize and complete a complex task as scheduled.
- Ability to visualize the impact of results produced on a plan or program being developed or implemented.
- Ability to make clear, concise, meaningful oral and written presentations relative to assigned tasks.
- Ability to firmly establish and maintain effective working relations with associates, public officials and the general public.
- Working knowledge of computer applications relating to data collection, analysis and forecasting.
- Working proficiency in Microsoft Word, Excel and Outlook and database program Access.
- Ability to maintain computer software programs.

Exempt position, Assistant Planner (Program Specialist II), in accordance with 29 C.F.R. Sec. 541.3 and 541.301, subject to FLSA minimum wage and overtime provisions.

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