

TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR
Brandon S. Wood



P.O. Box 12985
Austin, Texas 78711
Voice: (512) 463-5505
Fax: (512) 463-3185
<http://www.tcjs.state.tx.us>
info@tcjs.state.tx.us

JOB DETAILS

Internal Posting Number: #240801

Job Title: Program Specialist II

(Program Specialist II)

Location: Headquarters

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

Travel: Occasionally

Full Time: Yes

Work In Texas Posting # 16714318

Start date: September 1, 2024 – 6 month Training and Probationary period. Some flex schedule or working from home may be granted by Supervisor after the training 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 moderately complex (journey-level) consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, or the general public. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to program assignment.
- Performs comprehensive reviews of literature, statutes, rules, and/or policies; and prepares administrative reports, studies, and specialized research projects.
- Provides support and collaborates in the planning, development, implementation, analysis, and documentation of an agency program.

Judge Bill Stoudt, Longview, Chair
Dr. Esmail Porsa, M.D., Houston, Vice-Chair
Ross Reyes, Melissa

Sheriff Kelly Rowe, Lubbock
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- Serves as a liaison to staff, government agencies, community organizations, or the public to explain and provide technical assistance on program specifics and requirements. Searches and reviews criminal justice literature to develop new research proposals.
- Conducts surveys and/or reviews to determine compliance with certification requirements, laws, regulations, policies, and procedures.
- Markets program(s) to community and professional groups to encourage and/or improve interest in the program(s).
- Monitors and reviews compliance with program policies and procedures, statutes, and rules for assigned program.
- Studies and analyzes operations and problems, prepares reports of findings and recommendations, and prepares justifications for the implementation of procedural or policy changes.
- Assists in reviewing and evaluating information on service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements.
- Assists with the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.
- Assists in preparing and evaluating program budget requests.
- May collaborate with program staff in determining trends and resolving technical problems.
- May recommend and coordinate activities to produce a more effective program.
- May assist in analyzing legislation to develop recommendations for policy in programmatic areas relating to the implementation, improvement, and/or expansion or reduction of program funding.
- May provide input on developing and/or revising policy and procedure manuals.
- May provide guidance to others.
- Performs related work as assigned.

GENERAL QUALIFICATION REQUIREMENTS

Experience and Training

- Experience in interaction with public officials and jail experience is desirable.
- Experience in a field related to the agency program is preferred.
- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

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"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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Education

A bachelor's degree from an accredited college or university in a field related to the agency's mission is preferred, however, administrative or program specialist experience may substitute for education. Graduation from high school or equivalent is required.

Knowledge, Skills and Abilities

- Knowledge of local, state, and federal laws related to the program area; public administration and management techniques; statistical analysis processes; budget processes; research techniques; training and marketing techniques; and program management processes and techniques.
- Skill in identifying measures or indicators of program performance and the use of a computer and applicable software.
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to provide guidance to others.
- General knowledge of local government and particularly of state-county relations
- Excellent communication and writing skills
- Basic statistical methods for research purposes, including survey research and database management
- Ability to learn advanced research design techniques, to conduct searches and evaluations of large amounts of information, and to prepare concise reports
- Knowledge of governmental organization and administration
- Working knowledge of management and organizational concepts
- Ability to plan, organize, and complete a complex task as scheduled
- Ability to visualize impact of results produced on the plan or program being developed or implemented
- Ability to firmly establish and maintain effective working relations with associates, subordinates, public officials, and the general public
- Working knowledge of computer applications relating to data collection, analysis, and forecasting. Proficiency in Internet, Word, Excel, PowerPoint, and Access

Exempt position, 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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