

**TEXAS COMMISSION ON LAW ENFORCEMENT
JOB VACANCY NOTICE**

JOB LISTING NO: 14-02
SALARY: from \$45,000 to \$50,000
POSITION TITLE: Program Specialist II (Field Service Agent/Peace Officer)
CLASS NO.: 1571

CLOSING DATE: 01/31/2014
DURATION: Regular Full-time
NUMBER OF OPENINGS: 1

LOCATION

Geographic location specific vacancy. Position is available in the West Texas (Region 2) Field Service Area. **Applicants must live in, or be willing to relocate within 180 days at their own expense, to the service region or county bordering the service area.** The West Texas (Region 2) Service Area includes the following counties: Andrews, Bandera, Brewster, Brown, Callahan, Coke, Coleman, Concho, Crane, Crockett, Culberson, Eastland, Ector, Edwards, El Paso, Glasscock, Howard, Hudspeth, Irion, Jeff Davis, Kerr, Kimble, Loving, McCulloch, Martin, Mason, Menard, Midland, Mills, Mitchell, Nolan, Pecos, Presidio, Reagan, Real, Reeves, Runnels, San Saba, Schleicher, Sterling, Sutton, Taylor, Terrell, Tom Green, Upton, Val Verde, Ward, Winkler

GENERAL DESCRIPTION

- Performs complex (senior administrative level) professional administrative consultative services and technical assistance in the planning, development, implementation and delivery of an agency program to program staff, governmental agencies, community organizations, or the general public.
- Work involves assisting in the establishment of program goals and objectives; assisting in the development of program guidelines, procedures, policies, rules, and regulations; assisting in the development of schedules, priorities and standards for achieving program goals; and assisting in the evaluation of program activities.
- Analyzes training needs, develops and prepares training materials, coordinates and conducts training sessions.
- Work involves customer service oriented duties to help develop, maintain and deliver legislatively required and other statewide training programs to law enforcement and correctional agencies located in the various geographic locations within the state.
- Works under minimal supervision with latitude for the use of initiative and independent judgment.
- Reports to the Supervisory Agent for Field Operations.
- Position is to be based in Region II.
- Position requires substantial travel to be reimbursed at applicable state rate.

EXAMPLES OF WORK PERFORMED

- Presents information using a variety of instructional techniques.
- Establishes contact and maintains effective liaison with law enforcement agencies and training contractors within geographic area.
- Promotes voluntary compliance with the Occupations Code and TCOLE Rules.
- Assess and analyze agency and/or officer training needs.
- Communicates with law enforcement agencies in the field.
- Assist in conducting program analysis studies to develop and recommend solutions to problems; assists in implementing solutions approved by higher level personnel.
- Develops and implements effective techniques for evaluating agency programs and training needs.
- Participates in program planning, development, and implementation.
- Recommend activities to produce a more effective program.
- Handle correspondence regarding technical program activities.
- Conduct seminars and training sessions for law enforcement administrators and incumbents.
- Conducts surveys, inspections, or reviews to determine compliance with certification requirements, law, Commission rules, policies and procedures.
- Provide direct, on-site assistance to law enforcement practitioners and incumbents.
- Provide technical assistance on program services.
- Reviews progress toward continuing education compliance.
- Perform intergovernmental relations and liaison tasks with administrators of local, state, and federal agencies.
- Provides consultative services and technical assistance to all law enforcement agencies and training providers regardless of whether they are licensed or contracted with the Commission.

- Consults with chief administrators on organizational operations as related to the Commission, and on general issues which might increase effectiveness and improve efficiency.
- Prepare reports on effectiveness of program activities.
- Determine trends and resolve technical problems.
- Review reports furnished by others to compare performance levels in different regions and districts; visits agencies to confer with personnel on program problems.
- Works with and speaks to community and professional groups to coordinate, improve and stimulate interest in the program and to secure support for local programs.
- Evaluate research findings relative to specific projects being developed.
- Assist in preparation of program guidelines, procedures, policies, rules, and regulations.
- Assist in the preparation of training and operational manuals, educational materials and information programs.
- Review case histories to evaluate the effectiveness of standards and policies in serving clients.
- Monitors licensee behaviors for instances of misconduct and works with enforcement personnel to ensure prompt action in case of misconduct.
- Assist in planning and developing educational programs.
- Works with other staff members to evaluate new proposals or changes in current operations to maximize positive impact.
- May develop policy and procedure manuals.
- May edit reports and special publications.
- May coordinate work of others in evaluation of non-staff training providers.
- May perform Homeland Security functions.
- May perform Executive Protection functions
- Performs investigative duties.
- Perform related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of local, state, and federal laws relating to the program area; of public administration and modern management techniques.
- Knowledge of training and analysis techniques; and of program planning and implementation.
- Demonstrated ability to effectively communicate: with individuals one-on-one, training or presentations, and with large groups.
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare concise reports; and to develop and evaluate policies and procedures; to develop, install, and evaluate administrative policies and procedures; to exercise judgment and discretion in applying and interpreting departmental policies and procedures; and to establish and maintain effective working relationships with other administrative officials and the public.

QUALIFICATIONS: (Experience, Education, Etc.)

- Should have at least two years of professional experience in the administration of a program relevant to assignment.
- Five years of experience with a law enforcement agency.
- Investigative experience is highly preferred.
- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is highly preferred. Experience and education may be substituted for one another on a two for one basis
- Executive/management development training or education from a nationally recognized law enforcement management program is preferred.
- Law enforcement administration or supervisory experience highly preferred.
- Currently licensed as a peace officer in the State of Texas and able to be commissioned as a peace officer.

APPLICATION PROCESS:

Apply by completing the standard State of Texas application and the Required Applicant Affirmation found at <http://www.tcole.texas.gov/content/employment-opportunities> Resumes are not required, but may be attached to application. Application must include a complete Applicant Affirmation form in order to be considered for this position. Applications may be submitted via workintexas.com with Applicant Affirmation form being submitted separately or all materials may be submitted by mail, fax, or personal delivery to the **Texas Commission on Law Enforcement, 6330 E Highway 290 STE 200, Austin, Texas 78723-1035, Fax: (512) 475-4623. The Commission is an Equal Opportunity Employment Agency. Applications received after the closing date will not be considered.**