

**TEXAS COMMISSION ON LAW ENFORCEMENT
STATE AGENCY – JOB VACANCY NOTICE**

POSTITION TITLE: Program Specialist II
SALARY: \$45,000
JOB LISTING NO: 16-04
LOCATION: Field Based (within the State of Texas)
(Field Service Division – Training Provider Auditor)

CLASS NO.: 1571
DURATION: Regular Full-time
CLOSING DATE: Until Filled
NUMBER OF OPENINGS: 1

GENERAL DESCRIPTION

- Reports directly to the Supervisory Agent for Field Operations.
- Performs complex (senior administrative level) professional administrative consultative services and technical assistance in the planning, development, implementation and delivery of Commission programs 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, compiles and distributes training materials.
- Assists in the preparation, scheduling, coordination and presentation of training around the state.
- Work involves a wide array of customer service oriented duties that help develop, update and deliver legislatively-required and other continuing education training programs to licensees, law enforcement agencies, emergency communications centers and county correctional agencies.
- Works under minimal supervision with latitude for the use of initiative and independent judgment.
- Position requires a substantial amount of travel – 70-80% of duty time.

EXAMPLES OF WORK PERFORMED

- Perform in-depth evaluations of Law Enforcement Academy and other training provider programs.
- Establish contact and maintain effective liaison with training providers within assigned work area.
- Promote and monitor voluntary compliance with the Occupations Code and TCOLE Rules.
- Assess and analyze agency and/or officer training needs.
- Present information using a variety of instructional techniques.
- Communicate effectively with all law enforcement agencies in the state.
- Assist in conducting program analysis studies to develop and recommend solutions to problems; assist in implementing solutions approved by higher level personnel.
- Participate in program planning, development, and implementation.
- Develop and implement effective techniques for evaluating agency programs and its training needs.
- Process correspondence related to technical programs and activities.
- Conduct training seminars and one-on-one on-site tutoring for chief administrators and their staff.
- Conduct surveys, inspections and reviews to ensure compliance with certification requirements, Texas statutes, Commission rules, policies and procedures.
- Provide technical assistance as needed on field program services.
- Review, analyze and monitor licensees' progress toward their continuing education compliance.
- Assist with intergovernmental relations initiatives.
- Perform liaison tasks with chief administrators of local, state, and federal law enforcement agencies.
- Provide consultative services and technical assistance to all training providers, including those not licensed or contracted by the Commission.
- Consult with agency chief administrators on organizational operations as related to the Commission, and on any other general issues intended to improve the effectiveness and efficiency of field programs.
- Prepare and present progress reports on Commission's program activities.
- Determine workload trends and resolve technical problems.
- Review reports furnished by others for performance level comparison among regions and sub-districts.
- Visit law enforcement training programs to detect, analyze and resolve problems related to inspection program.

- Continually collaborate with various community and professional groups to generate, review and maintain interest in law enforcement training provider programs.
- Evaluate research findings relative to training provider and field specific projects being developed.
- Assist in preparation of program guidelines, procedures, policies, rules, and regulations.
- Assist in the preparation of operational and training manuals and other educational materials.
- Review case histories to evaluate the effectiveness of standards and policies in serving clients.
- Monitor infractions of Texas Occupations Code statutes and work with other staff members to ensure proper investigation, documentation and swift disciplinary action where applicable.
- Assist in planning, developing and implementing educational programs across the state.
- Coordinates work efforts with other team members to maximize effectiveness of inspection program.
- Develop operational policy and procedural manuals as directed.
- Review, edit and update work-related reports and publications as instructed.
- Coordinate work of others in evaluation of non-staff training providers.
- Safeguard all state-issued property and buildings within employee's control.
- Perform any other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of local, state, and federal laws related to training provider programs, newly appointed licensees and continuing education programs.
- Knowledge of public administration and modern management techniques.
- Knowledge of training program development and analysis techniques.
- Knowledge of training program implementation.
- Demonstrated ability to communicate effectively one-on-one with individuals as well as large groups.
- Ability to gather, sort, 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 good 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.)

- Minimum of three (3) years of professional experience in the senior administration (Training Coordinator or higher) of a training provider program or related field comparable to this job posting.
- Must possess/or be eligible for a Basic Instructors Certification.
- Law Enforcement investigative/auditing experience is preferred.
- Graduation from an accredited, four-year college or university with major course work in a field of study relevant to this job posting is preferred.
- Executive/management development training or education from a nationally recognized law enforcement management program is preferred.

APPLICATION PROCESS:

Apply by completing the standard **State of Texas application** form **and** the **Required Applicant Affirmation** form found at <http://www.tcole.texas.gov/content/employment-opportunities> Resumes are not required, but may be attached to application. Application may be submitted via 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.**