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**Posting Type:** Open to All Applicants

**Category:** Management

**FLSA Exempt/  
Non-Exempt:** Exempt

**Agency:** Dept of Family & Protective Svc

**Department:** Special INV Prg Supp

**Job Title:** CPI Deputy Associate  
Commissioner

**Posting Number:** 486362

**Full Time/Part  
Time :** Full Time

**Regular/Temporary:** Regular

**Job Location:** 701 W 51ST ST

**City:** AUSTIN

**Contact:** AccessHR Service Center

**Telephone:** 888-894-4747

**Salary Range:** \$7,699.16 - \$13,021.33

**Salary Group:** B29

**Shift:** Days (First)

**Travel:** 25%

**Closing Date:** 12/13/2021

**Job Description:**

The Deputy Associate Commissioner for Child Protective Investigations (CPI) performs highly advanced (senior -level) managerial work providing direction and guidance in strategic operations and planning. Oversees the coordination, oversight and supervision of major CPI state office investigations program functions of the Department of Family and Protective Services (DFPS) including but not limited to Heightened Monitoring, Child Care Investigations, Special Investigations, and Human Trafficking and Child Exploitation. Represents the division in a leadership capacity on complex CPI issues that cross divisions, programs and agencies. Works with the CPI Associate Commissioner to establish goals and objectives; establish priorities, standards, and measurement tools for determining progress in meeting goals; and coordinating, evaluating, and reporting on program activities. Serves as a policy consultant to the CPI Associate Commissioner and to the DFPS executive management team on CPI program issues. Leads cross-functional teams and workgroups. Provides project management and oversight of key projects. Reviews and approves budgets and supervises multiple state office CPI directors. Reports to the CPI Associate Commissioner and works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**Essential Job Functions:**

Directs program activities and/or business functions within a department(s) or division(s).

- Oversees the management, coordination, and oversight of major CPI activities through supervision of multiple CPI state office investigations programs including but not limited to Heightened Monitoring, Child Care Investigations, Special Investigations, and Human Trafficking and Child Exploitation.
- Oversees the overall planning, implementation, coordination and evaluation of Child Protective Investigations programs and policies to promote effective program administration and service delivery.

Oversees and/or prepares a division(s) or department(s) budget and reviews and approves major expenditures; ensures that requirements of funding sources are met. Develops, reviews, and approves budgets; and ensures the effective and efficient use of resources.

- Oversees program budgets for multiple CPI state office investigations programs including but not limited to Heightened Monitoring, Child Care Investigations, Special Investigations, and Human Trafficking and Child Exploitation.
- Attends monthly budget meetings, mid-year reviews, and prepares Legislative Appropriation Requests for multiple state office CPI programs.

Oversees the collection, organization, analysis, and preparation of reports and studies, including management, productivity, and financial reports.

- Coordinates with external relations on stakeholder involvement on CPI issues.
- Oversees project management on key projects and leadership of division wide workgroups.
- Establishes goals and objectives and ensures effective facilitation of work teams.

Develops and oversees the implementation of long-range and short-term plans. Develops, establishes, and implements goals and objectives consistent with the agency's strategic plan; and develops standards for achieving those goals.

- Provides counsel and advice to the CPI Associate Commissioner regarding strategic operations, program trends and their impact, and planning for multiple CPI state office investigation programs including but not limited to Heightened Monitoring, Child Care Investigations, Special Investigations, and Human Trafficking and Child Exploitation.

Develops and implements techniques for evaluating program activities and/or business functions; and identifies need for changes. Develops policies, procedures, and guidelines; and monitors compliance.

- Accountable that deliverables are accurate, complete and deadlines are met.
- Coordinates the implementation of legislation and agency-wide projects.

Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees.

- Represents the Division in a leadership capacity on complex financial issues that cross agencies, divisions and programs; represents CPI at Legislative hearings and meetings and responds to legislative inquiries and requests for information and participates in developing legislative appropriation requests; represents the CPI Associate Commissioner and CPI division at external meetings and serves on committees, task forces and interagency workgroups as requested.

Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.

- Evaluates results and provides direction in response to findings and studies to meet program and agency strategic goals.

Plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.

- Supervises the work of multiple state office CPI directors. Assists with the management of the day-to-day operations of the division. Serves as a member of the Division leadership team.
- Plans, develops, and reviews proposed policies, procedures, rules and regulations.
- Evaluates division operations and makes recommendations to develop and implement process improvements.

Performs related work as assigned to conduct business operations.

#### **Knowledge Skills Abilities:**

Knowledge of local, state, and federal laws and regulations relevant to program activities and/or business functions.

Knowledge of the principles and practices of public administration and management.

Skill in strategic planning and executing and evaluating complex programs, rules, regulations, policies and procedures.

Skill in establishing plans and setting objectives and goals that support an overall business strategy.

Skill in managing multiple and competing priorities.

Skill in problem solving and analytical thinking and analysis.

Skill in leadership, communication and public speaking.

Skill in working collaboratively and cooperatively with diverse groups.

Ability to build, establish and maintain effective working relationships.

Ability to direct and organize program activities and/or business functions

Ability to establish goals and objectives that support the strategic plan

Ability to identify problems, evaluate alternatives, and implement effective solutions

Ability to develop and evaluate policies and procedures; to prepare reports

Ability to communicate effectively  
Ability to supervise the work of others.

**Registration or Licensure Requirements:**

Preferred:

Master Peace Officer License  
Graduate of FBI National Academy  
Graduate of Law Enforcement Management Institute of Texas (LEMIT)

**Initial Selection Criteria:**

Required:

Education- High school diploma or equivalent.  
Experience- At least ten years of proven executive level experience or command level law enforcement experience.

Preferred:

Education- Graduation from an accredited four-year university.

Certification-

Master Peace Officer License  
Graduate of FBI National Academy  
Graduate of The Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT)

**Additional Information:**

Requisition# 486362.

**MOS Code:**

No direct military equivalent. Note: There may be no military occupation(s) that relate to the initial selection criteria and registration or licensure requirements for this position. All active duty military, reservists, guardsmen, and veterans are encouraged to apply if qualified to fill this position. For more information see the Texas State Auditor's Military Crosswalk at <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

HHS agencies use E-Verify. You must bring your I-9 documentation with you on your first day of work.

[I-9 Form](#) - Click here to download the I-9 form.

In compliance with the Americans with Disabilities Act (ADA), HHS agencies will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the on-line application, contact the HHS Employee Service Center at 1-888-894-4747. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

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