

TEXAS COMMISSION ON LAW ENFORCEMENT

POSITION TITLE: Program Supervisor VI
SALARY: \$80,000 - \$85,000
CLOSING DATE: Until Filled

DURATION: Full-Time
NUMBER OF OPENINGS: 1

General Description

Performs advanced (senior-level) administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, procedures, and policies; developing schedules, priorities, and standards for achieving program goals; monitoring and evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Examples of Work Performed

Establishes policies and procedures for the development and implementation of the new statewide confidential database for personnel records and misconduct investigation reports. This includes policies and procedures for the intake of records, as well as how and under what circumstances records are to be released.

Ensures strict adherence to all relevant state laws governing the release of confidential and personal information. Seeks legal assistance regarding the release and availability of records when needed.

Maintains compliance with records retention schedules for both public and confidential records.

Provides technical assistance to law enforcement agencies becoming familiar with submitting personnel files and misconduct investigation summaries to TCOLE.

Monitors compliance with established policies and procedures.

Works closely with the IT team during the development of the confidential database.

Manages a large volume of requests from law enforcement agencies for records contained in the confidential database.

Identifies ways that reports can be categorized for effective review by requesting law enforcement agencies.

Supervises the work of staff fulfilling requests and provides training and technical assistance in the program area.

Oversees program analyses and research studies.

Oversees and participates in the planning, organization, and coordination of assigned activities and operations of the confidential records process.

Oversees the preparation of and evaluation of program budget requests.

Establishes program goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and oversees program evaluation activities.

Develops and implements techniques for evaluating programs.

May prepare and conduct presentations about the records process for stakeholder groups, staff, management, or elected officials.

Performs related work as assigned.

Experience and Education

Experience in managing records within a law enforcement agency that has adopted civil service standards under state law is strongly preferred. Graduation from an accredited four-year college or university is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

Knowledge of local, state, and federal laws related to law enforcement records; 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 and staff performance and the use of a computer and applicable software.

Ability to gather, assemble, correlate, and analyze facts; to establish goals and objectives; to devise solutions to administrative problems; to develop, evaluate, and interpret administrative policies and procedures; and to supervise the work of others.

MILITARY OCCUPATIONAL SPECIALTY CODES can be found at: <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

VETERAN'S PREFERENCE: If you choose to claim veteran's employment preference including

surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

FOR NEW HIRES/REHIRES: Health insurance is available the 1st of the following month after a 60-day waiting period.

TO APPLY: Application may be completed at: [Job Search \(taleo.net\)](https://capps.taleo.net/careersection/407/jobsearch.ftl?lang=en)

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS: Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. To complete the supplemental questions, please go to CAPPS Recruit to register or login and access your profile. Go to CAPPS Recruit to sign in (Link: <https://capps.taleo.net/careersection/407/jobsearch.ftl?lang=en>).

PLEASE NOTE: All applications must contain complete job histories, which include job title, dates of employment, name of employer, supervisor's name and phone number, and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information. Candidates may be asked to participate in a skills demonstration and/or presentation. Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

- Complete copies of undergraduate and law school transcripts must be furnished to the divisional hiring representative at the time of the interview.
- If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.
- *As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.*

This position requires the applicant to meet Agency standards and criteria which may include passing a pre-employment background check, prior to being offered employment by the Agency.