

# TEXAS COMMISSION ON LAW ENFORCEMENT

POSITION TITLE: Program Specialist IV  
SALARY: \$70,000 - \$75,000  
CLOSING DATE: Until Filled

DURATION: Full-Time  
NUMBER OF OPENINGS: 1

## General Description

Performs highly complex (senior-level) consultative services and technical assistance work. Work involves planning, developing, and implementing major agency events and providing consultative services and technical assistance to program staff, government agencies, stakeholder organizations, or the general public. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

## Examples of Work Performed

Leads the planning and logistics for the annual TCOLE Training Conference. This includes developing relationships with venue staff, reviewing contracts for services, arranging speakers, and coordinating staff task needs and travel.

Works with the Texas Peace Officers' Memorial Ceremony Committee to plan the annual ceremony honoring fallen officers. Receives and reviews submissions of nominations and supporting materials for individuals submitted for placement on the Texas Peace Officers' Memorial Monument. Maintains database and records of names enrolled on Monument and names submitted for inclusion. Ensures the list of nominations is reviewed by the committee and provided to the Commissioners for approval.

Oversees the planning and logistics for the annual State of Texas Law Enforcement Achievement Awards, including the intake and review of nominations and supporting documentation. Works with a panel of judges and the Executive Director to make recommendations for award recipients.

Markets events to stakeholder groups to encourage and improve interest in the events and to secure support.

Monitors surveys, reviews, and feedback following events and recommends appropriate changes.

Studies and analyzes operations and problems, prepares reports of findings and recommendations, and prepares justifications for the implementation of procedural or policy changes.

Collects, organizes, analyzes, and prepares materials in response to requests for information and reports.

Reviews program area functions and operations, identifies areas needing change, and develops plans to improve programs or to address areas of concern.

Conducts training and provides guidance to staff in the development and integration of new or revised methods and procedures.

May analyze the application of and variations within programs to develop action plans for improving or initiating new programs.

May prepare and evaluate budget requests related to agency events.

May provide guidance to others.

Performs related work as assigned.

### **Experience and Education**

Experience working in events coordination, marketing, or communications with a state agency or nonprofit organization. Graduation from an accredited four-year college or university with major course work in public relations, marketing, communications or a related field is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills and Abilities**

Knowledge of agency functions, policies, rules, and procedures; 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.

Ability to work effectively in team environment.

**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 \(taleo.net\)](#)

**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.*