



Austin American Statesman  
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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting – Internal Only

**Posting Date:** February 13, 2025

**Job Listing Identification Number:** N/A

**State Job Classification:** Program Specialist IV

**Functional Title:** OLS Team Supervisor

**Monthly Salary:** \$5,558.50 - \$6,106.00

**Remarks:** Salary commensurate with education and experience.

**Closing Date:** February 27, 2025

**State Class. No. and Pay Group:** 1573 / B20

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Statewide (Texas)

**Type of Job:**  Full Time  Part Time

**Travel Required:**  Yes  No

### Job Description:

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

### Essential Job Functions:

- Performs an array of technical, research, planning, policy, program assessment, and administrative activities for the Operation Lone Star team.
- Oversees schedules, tasks, assignments, delivery, assistance and technical guidance to the OLS team.
- Coordinates and collaborates with OLS staff in program planning, development, implementation, analysis, and documentation of agency program(s).
- Provides advice and counsel by interpreting OLS policies, procedures, rules, regulations, and standards related to OLS programs.
- Monitors required performance reports and recommends appropriate changes.
- Monitors, reviews, and evaluates compliance with OLS policies and procedures, statues, and rules for OLS.
- Reviews and evaluates information on service delivery system methods, outputs, activities, and trends to identify gaps in resources and recommends and implements improvements to resolve technical problems.
- Collects, organizes, analyzes, and/or prepares materials in response to request for OLS information and reports.
- Reviews OLS Program area functions and operations, identifies areas needing change, and develops plans to improve programs or to address areas of concern.
- Provides supervision and training to other OLS staff.

- Performs related work as assigned and complies with all OCA and OLS policies and procedures.

**Minimum Qualifications:**

- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.
- One year experience working with OLS programs.
- Experience building and leading successful teams.

**Preferred Qualifications:**

- Experience supporting court magistrate court programs

**Knowledge, Skills, and Abilities (KSAs):**

- Knowledge of local, state and federal laws related to Operation Lone Star or similar programs, 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, 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.

**Employment Conditions:**

- Must be able to sit for extended periods of time.
- Operate office equipment and computer systems.
- Adhere to the Code of Judicial Conduct pertaining to the activities of court personnel.

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. Army – no military equivalent; Navy – OS, Operations Specialist; Coast Guard – OS, Operations Specialist; Marines – no military equivalent; Air Force – 8U000, Unit Deployment Manager; Space Force – no military equivalent. However, additional Military Crosswalk information can be accessed at [https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**To Apply:** To be considered, a completed State Texas [application](#) must be emailed to [OCACareers@txcourts.gov](mailto:OCACareers@txcourts.gov). Applications must be complete, including start and end dates of work

experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.