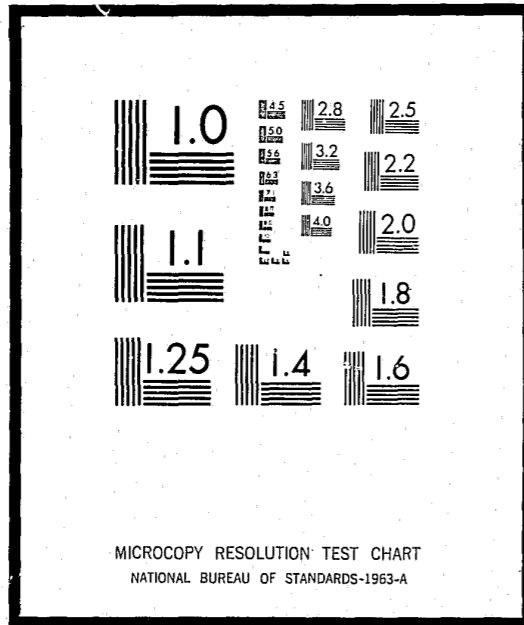


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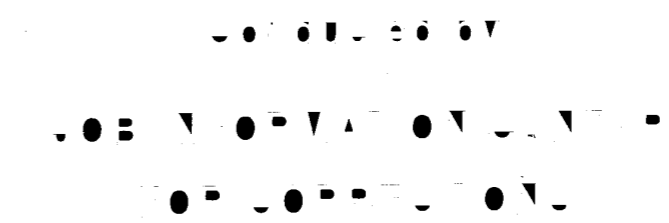
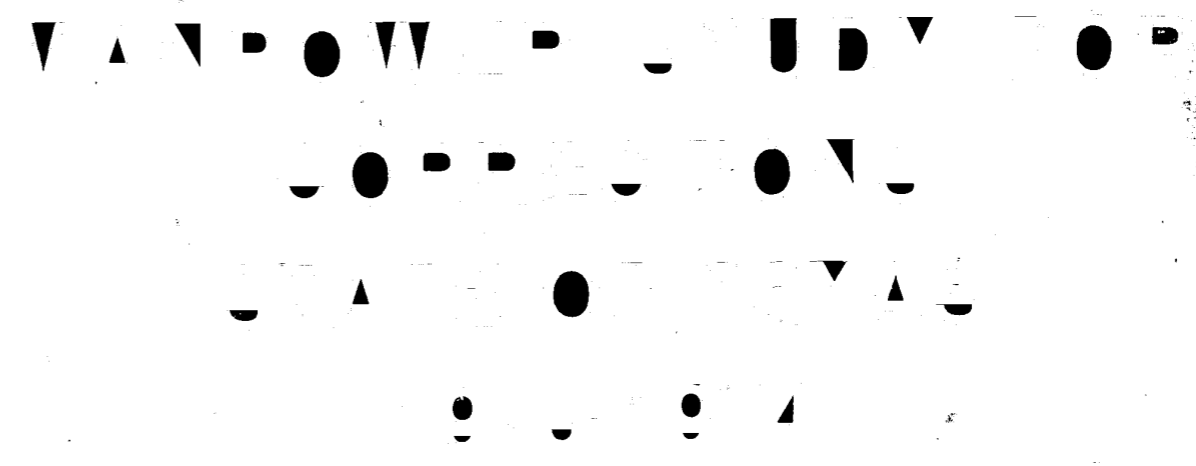
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MANPOWER STUDY FOR CORRECTIONS  
STATE OF TEXAS

1973-1974

TEXAS CRIMINAL JUSTICE DIVISION  
Action Grant Number EA-3-F4-1791

Job Information Center  
for Corrections

INSTITUTE OF CONTEMPORARY CORRECTIONS  
AND THE BEHAVIORAL SCIENCES

SAM HOUSTON STATE UNIVERSITY  
Huntsville, Texas

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## INTRODUCTION

The manpower information in Section I has been developed from an indepth analysis of state payroll computer printouts for the month of September, 1973. For the purpose of continuity, all of the information within this section has been printed consistent with Texas state job description information.

Judgements were made when determining a particular position's entry or non-entry level. Non-entry level positions were included to show that there is mobility within certain corrections or social service positions.

The information, as it is displayed, will offer the potential employee/employer an opportunity to review actual job description positions and compare credentials with actual position requirements. Also, the agency, where these positions are located, is named and the number of positions within each agency has been provided. A separate section (Section II) has been developed to explain the basic philosophy of each state agency listed in this report and further accents the mission of this study--that of providing interested readers with the basic job information on corrections/social services positions in the State of Texas.

At the conclusion of this section, an analysis is presented. It provides a data base of information to utilize in the coming years for the purpose of projecting trends in corrections/social service manpower for the State of Texas.

Section III views the state of personnel in local corrections/social service delivery agencies in the state. It offers the

initial data base to be used comparatively for future manpower studies. Finally, Section IV identifies two major federal agencies having correctional responsibilities. Entry level professional positions are noted and located by actual Texas location.

SECTION I

Manpower Analysis of State Classified Positions

SECTION I,A

Corrections

Position Title CORRECTIONAL OFFICER I

State Pay Scale 07-\$6,624-8,352 State Class No. 4501

Position is  Entry level  
 Not entry level

JOB DESCRIPTION.

Performs routine and, on occasion, very hazardous penal work in the maintenance of security procedures in a specified area of the Texas Department of Corrections. Under direct supervision of a supervisory security officer. Primarily responsible for security. May be required to count, identify, and direct the movement of inmates. Work is performed in accordance with standard orders, rules, and policies. However, worker uses independent judgment in unusual situations. Work is subject to inspection by supervising officer.

EDUCATION REQUIREMENTS.

Graduation from a standard senior high school.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Youth Council (see page 80)	( )
2. Giddings State School	( 2 )
3. Gatesville State School	( 7 )
4. Mountain View School	( 2 )
5. Texas Department of Corrections (see page 79)	639 )
6.	( )
	<u>Approximate Number of Positions in State</u>
	<u>650</u>

Position Title CORRECTIONAL OFFICER II

State Pay Scale 09-\$7,560-9,528 State Class No. 4502

Position is  Entry level  
 Not entry level

JOB DESCRIPTION.

Performs advanced, and on occasion, very hazardous penal work in maintaining security and custody of inmates in an assigned area of work assignment of the Texas Department of Corrections. Work involves the direct supervision of work details composed of groups of inmates. Work involves responsibility for preventing escape and maintaining order and discipline. Work is performed in accordance with standing orders, rules, and department policy, and subject to inspection by superiors; however, worker must use independent judgment in unusual or emergency situations.

EDUCATION REQUIREMENTS.

Graduation from a standard senior high school.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Department of Corrections (see page 79)	( 702 )
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )
	<u>Approximate Number of Positions in State</u>
	<u>702</u>

Position Title CORRECTIONAL OFFICER III

State Pay Scale 11--\$8,628-10,872 State Class No. 4503

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs somewhat complex and very hazardous penal work in maintaining the security and supervision of work of a group of inmates in a specified unit of the Texas Department of Corrections. Work involves responsibility for the maintenance of order and discipline, the prevention of escape, and the supervision of work activities of inmates engaged in agricultural, technical, or other manual work. Work assignments are regulated by standing orders and do not require a close check over the specific details of performance. Worker has some latitude of decision in work performed. Uses independent judgment in usual or emergency situations.

EDUCATION REQUIREMENTS.

Graduation from a standard senior high school.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Department of Mental Health and Mental Retardation (see page 76)	( )
2. Rusk State Hospital	( 1 )
3. Texas Department of Corrections (see page 79 )	(210)
4.	( )
5.	( )
6.	( )
	<u>Approximate Number of Positions in State</u>

Position Title LIEUTENANT OF CORRECTIONAL OFFICERS

State Pay Scale 13-\$10,176-12,816 State Class No. 4535

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs responsible penal work in supervising a number of guards and stewards in a specified unit of the Department of Corrections. Under general supervision of a warden or assistant warden or other supervisory personnel is responsible for training and supervision of subordinate guards and the maintenance of order and discipline among inmates.

EDUCATION REQUIREMENTS.

Graduation from an accredited college with courses in psychology and sociology.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Department of Corrections (see page 79)	( 63 )
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )
	<u>Approximate Number of Positions in State</u>



Position Title CAPTAIN OF CORRECTIONAL OFFICERS

State Pay Scale 14-\$10,872-13,692 State Class No. 4536

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs advanced responsible penal work supervising guards in charge of inmates in a specified unit of the Department of Corrections. Under general supervision of the warden or assistant warden, is responsible for directing the activities of a number of guards and special officers engaged in maintaining order and discipline throughout the unit. Prison regulations and oral and written instructions from a supervisor dictate the manner of work, but the nature and variety of responsibilities require continuous exercise of independent judgment and resourcefulness.

EDUCATION REQUIREMENTS.

Graduation from an accredited college or university with courses in psychology and sociology.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Texas Department of Corrections (see page 79)	(32)
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )
Approximate Number of Positions in State	
32	

Position Title MAJOR OF CORRECTIONAL OFFICERS

State Pay Scale 15-\$11,616-14,628 State Class No. 4537

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs responsible supervisory penal work in a specified unit of the Texas Department of Corrections under general supervision of warden and assistant warden. Generally responsible for the custody and discipline of all inmates in the unit. When assigned to a larger unit, may be responsible for a section of employees and inmates in a supervisory capacity. May be responsible for work in addition to custody, discipline, training, and welfare of inmates in areas covering business administration and management, industrial work programs, vocational work programs, and agricultural work programs. Supervises, through subordinates, all custody personnel exercising discretion in the maintenance of order and discipline. Matters which necessitate major changes in procedure and general policy on a unit level are subject to approval by the warden and assistant warden.

EDUCATION REQUIREMENTS.

Graduation from an accredited college with courses in business management, psychology, sociology, penology and education.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Texas Department of Corrections (see page 79)	(29)
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )
Approximate Number of Positions in State	
29	

Position Title ASSISTANT WARDEN

State Pay Scale 17-\$13,248-16,692 State Class No. 4550

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs administrative supervisory penal work in a specified unit of the Texas Department of Corrections under the immediate supervision of the unit warden. Work involves the development of methods and procedures for custody, discipline, training, and welfare of inmates. As directed by the warden, responsible for business management, supervision through subordinates of all custodial personnel and exercises discretion in the maintenance of order and discipline of both employees and inmates. Directly responsible for the inservice training of all employees.

EDUCATION REQUIREMENTS.

Graduation from an accredited college with courses in business management, psychology, sociology, penology and education.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
--	--

- |  |        |
|--|--------|
| 1. Texas Department of Corrections (see page 79) | ( 16 ) |
| 2.   | ( )    |
| 3.   | ( )    |
| 4.   | ( )    |
| 5.   | ( )    |
| 6.   | ( )    |

Approximate Number of  
Positions in State

16

Position Title WARDEN I

State Pay Scale 19-\$15,624-19,692 State Class No. 4556

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs highly responsible administrative penal work in a specified unit of the Texas Department of Corrections. Directly responsible to Director and staff for the administration of a smaller sized unit. Responsible for the administration of an entire unit, including employees, inmates, and such administrative procedures as custody, discipline and welfare of all inmates in the unit. Responsible for the unit administration of business management activities, farm and industrial production, treatment program, maintenance of physical properties, and fleet operations which include trucks, tractors, heavy equipment, and transportation vehicles. Work involves adaptation and application of policies and practices in keeping with modern penological science and execution of all policies and rules and regulations set forth by the Board of Corrections, Director and staff. Responsible for the immediate supervision of a large staff of employees consisting of administrative, supervisory, and security personnel, and specialists in technical services. General review of unit management effectiveness is made through inspection of unit facilities and (see next page)

EDUCATION REQUIREMENTS.

Graduation from an accredited college with courses in business management, psychology, sociology, penology, and education.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
--	--

- |  |       |
|--|-------|
| 1. Texas Department of Corrections (see page 79) | ( 4 ) |
| 2.   | ( )   |
| 3.   | ( )   |
| 4.   | ( )   |
| 5.   | ( )   |
| 6.   | ( )   |

Approximate Number of  
Positions in State

4

WARDEN I

JOB DESCRIPTION (Cont'd.)

activities, and review of periodic and special reports.

Position Title WARDEN II

State Pay Scale 21-\$17,832-22,464

State Class No. 4558

Position is ( ) Entry level

(x) Not entry level

JOB DESCRIPTION.

Performs highly responsible administrative penal work in a specified unit of the Texas Department of Corrections. Directly responsible to the Director and staff for the administration of a larger sized unit. Responsible for the administration of an entire unit, including employees, inmates, and such administrative procedures as custody, discipline, and welfare of all inmates in the unit. Responsible for the unit administration of business management activities, farm and industrial production, treatment program, maintenance of physical buildings or properties, and fleet operations which include trucks, tractors, heavy equipment, and transportation vehicles. Work involves adaptation and application of policies and practices in keeping with modern penological science and execution of all policies and rules and regulations set forth by the Board of Corrections, Director and staff. Responsible for the direction of in-service training of all employees. Responsible for the immediate supervision of a large staff of employees consisting of administrative, supervisory, and (see next page)

EDUCATION REQUIREMENTS.

Graduation from an accredited college with courses in business management, psychology, sociology, penology, and education.

Location(s) of Position  
by State Agency

Approximate Number of  
Positions in Agency

- |  |        |
|--|--------|
| 1. Texas Department of Corrections (see page 79) | ( 10 ) |
| 2.   | ( )    |
| 3.   | ( )    |
| 4.   | ( )    |
| 5.   | ( )    |
| 6.   | ( )    |

Approximate Number of  
Positions in State

10

WARDEN II

JOB DESCRIPTION. (Cont'd.)

security personnel and specialists in technical services. General review of unit management effectiveness is made through inspection of unit facilities and activities, and review of periodic and special reports.

Position Title ASSISTANT RECREATION SUPERVISOR

State Pay Scale 09-\$7,560-9,528

State Class No. 4702

Position is  Entry level

Not entry level

JOB DESCRIPTION.

Performs advanced and supervisory recreational therapy work in the planning, organization, demonstration, or physical training therapy activities of sports, social recreation, or physical training; assistance in planning overall and specialized activities for patients' rehabilitation. Supervises and instructs aides and therapy trainees and maintains progress reports and records of activities. May supervise a shop or activity area. Works under general supervision of Director of Recreation for other supervisor who checks periodically to evaluate job performance.

EDUCATION REQUIREMENTS.

Graduation from a senior high school supplemented by junior college level rehabilitation therapy technician courses.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Youth Council (see page 80 ) Gatesville State School	( 5 )
2. Giddings State School	( 1 )
3. Crockett State School	( 1 )
4. Mountain View State School	( 1 )
5. Other agencies (4)	( 4 )
6.	( )

Approximate Number of  
Positions in State

12

Position Title RECREATIONS SUPERVISOR

State Pay Scale 11-\$8,628-10,872 State Class No. 4703

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs professional recreational work in planning and directing the recreational program of a system of state institutions or a number of units in the Department of Corrections. Work involves the planning, scheduling, and directing athletic sports, movies, and similar forms of recreation. Work is performed independently in accordance with departmental policies and programs and subject to observation and review.

EDUCATION REQUIREMENTS.

Graduation from a four year college or university with a degree in physical education including courses in coaching of competitive sports.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Youth Council (see page 80) Gatesville State School	( 2 )
2. Gainesville State School	( 1 )
3. Crockett State School	( 1 )
4. Mountain View School	( 1 )
5. Other agencies (8)	( 7 )
6.	( )
Approximate Number of Positions in State	
<u>13</u>	

Position Title SOCIOLOGIST I

State Pay Scale 10-\$8,076-10,176 State Class No. 4716

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs professional sociological and classification work in the Inmate Interview Section of the Department of Corrections. Under the general supervision of Sociologist II is responsible for interviewing inmates for the purpose of determining proper segregative classification essential for unit assignment and job placement.

EDUCATION REQUIREMENTS.

Graduation from a four year college or university with a major in sociology.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Department of Corrections (see page 79)	( 7 )
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )
Approximate Number of Positions in State	
<u>7</u>	

Position Title SOCIOLOGIST II

State Pay Scale 12-\$9,216-11,616 State Class No. 4718

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs professional sociological and supervisory work in the Department of Corrections. Work involves the classification and assignment of inmates, the evaluation of inmate behavior and supervision of subordinate professional sociologists. Work is performed in accordance with known standards and procedures under the direction of Director, Classification and Records. Receives advice and consults with Director concerning mutual problems.

EDUCATION REQUIREMENTS.

Graduation from a four year college or university with a masters degree in the field of psychology and sociology.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Department of Corrections (see page 79)	( 5 )
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )
Approximate Number of Positions in State	
<u>5</u>	

Position Title ALCOHOLISM COUNSELOR I

State Pay Scale 13-\$10,176-12,816 State Class No. 4741

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs specialized counseling in the treatment of and rehabilitation of alcoholics. Under general supervision of the Texas Commission on Alcoholism and other agencies, both state and local, involved in the field of alcoholism treatment and rehabilitation, counselors will maintain case records of alcoholics served and gather and report data as required. Counselors also will, where possible, participate in treatment and rehabilitation programming with families of the alcoholics assigned to their caseload.

EDUCATION REQUIREMENTS.

Graduation from a recognized senior high school.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Department of Health (see page 72)	( 3 )
2. Texas Commission of Alcoholism (see page 70)	( 5 )
3. Department of Mental Health and Mental Retardation (see page 76)	( )
4. Kerrville State Hospital	( 16 )
5. Big Spring State Hospital	( 1 )
6. Texas Department of Corrections (see page 79)	( 6 )
Approximate Number of Positions in State	
<u>33</u>	

Position Title ALCOHOLISM COUNSELOR II

State Pay Scale 14-\$10,872-13,692 State Class No. 4742

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs advanced specialized counseling in the treatment and rehabilitation of alcoholics. Under general supervision of the Texas Commission on Alcoholism and other agencies, both state and local, involved in the field of alcoholism treatment and rehabilitation, counselors will maintain adequate case records of alcoholics served and gather and report data as required. Counselors also will, where possible, participate in treatment and rehabilitation programming with families of the alcoholics assigned to their caseload.

EDUCATION REQUIREMENTS.

Graduation from a recognized senior high school. Should have at least two years experience as an Alcoholism Counselor I.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Department of Mental Health and Mental Retardation (see page 76 )	( 4 )
2. Texas Department of Corrections (see page 79 )	( 2 )
3.	( )
4.	( )
5.	( )
6.	( )
<u>Approximate Number of Positions in State</u>	
6	

Position Title PAROLE OFFICER I

State Pay Scale 13-\$10,176-12,816 State Class No. 5151

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs specialized casework involving parole investigations and supervision of paroles in an assigned district. Work is performed under general supervision and according to laws and well-defined rules and procedures, but the nature of the work responsibilities requires the exercise of continuous independent judgment in individual cases and in the handling of frequent special problems.

EDUCATION REQUIREMENTS.

Graduation from an accredited college, including or supplemented by major course work in sociology or related field.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Youth Council (see page 80 )	( 43 )
2. Board of Pardons and Paroles (see page 78 )	( 89 )
3.	( )
4.	( )
5.	( )
6.	( )
<u>Approximate Number of Positions in State</u>	
132	

Position Title PAROLE OFFICER II

State Pay Scale 14-\$10,872-13,692 State Class No. 5152

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs advanced and specialized duties involving supervision and parole investigations in an assigned district or the formulation of special reports and parole plans for the Board, as well as counseling of prospective parolees and development of release plans. May have administrative responsibility for case analysis, assignments to parole officers, and review of cases and recommendations. Work is performed under general supervision and according to laws and well-defined rules and procedures, but the nature of the work responsibilities requires the exercise of resourcefulness and continuous independent judgment in individual cases in handling of frequent special problems.

EDUCATION REQUIREMENTS.

By law must be graduate of an accredited college; or have two years of additional experience; education should include or be supplemented by major course work in sociology or related field.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Texas Youth Council (see page 80)	( 8 )
2. Board of Pardons and Parole (see page 78)	( 10 )
3.	( )
4.	( )
5.	( )
6.	( )

Approximate Number of  
Positions in State  
18

Position Title YOUTH ACTIVITIES SUPERVISOR I

State Pay Scale 07 - \$6,629-8,352 State Class No. 5198

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs responsible, somewhat complicated, sometimes hazardous disciplinary guidance and security work in the supervision of students in a Texas Youth Council institution. Work involves counseling students, supervising recreation and study activities, and maintaining order, discipline and cleanliness in an assigned living area. Worker may be assigned to the campus security unit. Work is performed under supervision but the Youth Activities Supervisor I is allowed discretion in performing the details of his assignment within the general guidelines promulgated by the Texas Youth Council and/or the Superintendent.

EDUCATION REQUIREMENTS.

Graduation from a standard senior high school.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Texas Youth Council (see page 80 ) Brownwood State School	( 33 )
2. Giddings State School	( 35 )
3. Gatesville State School	( 241 )
4. Gainesville State School	( 27 )
5. Crockett State School	( 48 )
6. Mountain View State School	( 38 )

Approximate Number of  
Positions in State

422



Position Title YOUTH ACTIVITIES SUPERVISOR II

State Pay Scale 08 - \$7,080-8,916 State Class No. 5199

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs responsible, somewhat complicated, sometimes hazardous disciplinary, guidance and security work in the supervision of students of a Texas Youth Council institution. Work involves counseling students, supervising recreation and study activities and maintaining order, discipline and cleanliness in an assigned living area. Worker may be assigned to the campus security unit. Work is performed under supervision but the Youth Activities Supervisor II is allowed discretion in performing the details of his assignment within the general guidelines promulgated by the Texas Youth Council and/or the Superintendent.

EDUCATION REQUIREMENTS.

Graduation from a standard senior high school, supplemented by study in the field of the behavioral sciences.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Texas Youth Council (see page 80 ) Mountain View State School	( 34 )
2. Gainesville State School	( 29 )
3. Gatesville State School	( 71 )
4. Brownwood State School	( 29 )
5. Other Agencies (3)	( 11 )
6.	( )
Approximate Number of Positions in State	
<u>174</u>	

Position Title YOUTH ACTIVITIES SUPERVISOR III

State Pay Scale 09 - \$7,560-9,528 State Class No. 5200

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs somewhat complex and sometimes hazardous work on a supervisory level in a Texas Youth Council institution. The Youth Activities Supervisor III performs responsible duties in the supervision of the Youth Activities Supervisor II and I, who is assigned security or who is in immediate charge of children who have been adjudged delinquent at a given time and committed to the Texas Youth Council by the Courts of Texas. His work also involves counseling students, handling more serious discipline problems, inspecting buildings and grounds and maintaining detailed clerical records. Work is performed under general guidelines promulgated by the Texas Youth Council and/or the Superintendent.

EDUCATION REQUIREMENTS.

Graduation from a standard senior high school supplemented by study in the field of the behavioral sciences.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Texas Youth Council (see page 80 ) Mountain View School	( 13 )
2. Gatesville State School	( 42 )
3. Brownwood State School	( 10 )
4. Other agencies	( 15 )
5.	( )
6.	( )
Approximate Number of Positions in State	
<u>80</u>	

Position Title HOUSEPARENT I

State Pay Scale 06-\$6,204-7,812 State Class No. 5201

Position is (X) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs responsible child guidance and parental care for children in a state school, orphanage or correctional home. Work involves perpetuating a harmonious homelike environment for children; assuming responsibility for physical and personal well being and promoting social, emotional, spiritual and intellectual growth; assigning and assisting with housekeeping duties and maintaining periodic inventories, requisition records, and reports. Worker performs routine duties independently but frequently confers with supervisor or professional staff member on unusual or difficult problems.

EDUCATION REQUIREMENTS.

Graduation from senior high school supplemented by courses in elementary psychology and dynamics of behavior.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Commission for the Blind (see page 71)	( 14 )
2. Texas Youth Council (see page 80 ) Corsicana State Home	( 71 )
3. Waco State Home	( 74 )
4. State Board of Education	( 114 )
5. Central Educational Agency	( )
6.	( )
Approximate Number of Positions in State	

Approximate Number of Positions in State

Position Title HOUSEPARENT II

State Pay Scale 08-\$7,080-8,916 State Class No. 5203

Position is ( ) Entry level  
(X) Not entry level

JOB DESCRIPTION.

Performs supervisory child guidance work in a special school, orphanage or correctional home. Work involves planning and supervising the activities of Houseparents I; training new personnel, interpreting and enforcing rules and regulations of units; counseling with children and houseparents; and maintaining detailed clerical reports. Work is performed with considerable independence subject to general review by staff members or Superintendent through conferences, inspections, and reports.

EDUCATION REQUIREMENTS.

Graduation from senior high school supplemented by courses in growth and development of children. Courses in elementary psychology and dynamics of behavior.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Commission for the Blind (see page 71) Texas Youth Council (see page 80 )	( 2 )
2. Corsicana State Home	( 5 )
3. Waco State Home	( 5 )
4. West Texas Childrens Home	( 4 )
5. State Board of Education Central Education Agency	( 40 )
6.	( )
Approximate Number of Positions in State	

Approximate Number of Positions in State

Position Title DIRECTOR OF RECREATION

State Pay Scale 17-\$13,248-16,692 State Class No. 5205

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Under general supervision performs advanced professional work in administering and directing a comprehensively complex program of therapeutic recreational activity. Work involves the planning, scheduling, coordinating and directing therapeutic recreational events.

EDUCATION REQUIREMENTS.

Graduation from an accredited college or university with a bachelor's degree and major course work in recreation, occupational therapy, physical therapy, or closely related field.

Experience may be substituted for the required college degree on a year for year basis; maximum substitution two years.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
--	--

- |  |       |
|--|-------|
| 1. Texas Youth Council (see page 80 )<br>Corsicana State Home                                    | ( 1 ) |
| 2. Department of Mental Health and Mental<br>Retardation (see page 76 )<br>Amarillo State Center | ( 1 ) |
| 3. Travis State School   | ( 1 ) |
| 4. Austin State School   | ( 1 ) |
| 5. Lubbock State School  | ( 1 ) |
| 6.   | ( )   |

Approximate Number of  
Positions in State

5

Position Title CASEWORKER II

State Pay Scale 12 - \$9,216-11,616 State Class No. 5212

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Under the immediate supervision of a Medical or Psychiatric Caseworker, the Chief of Social Service, Superintendent, or Medical Director, performs assigned social work services in a state hospital out-patient clinic, or special school.

EDUCATION REQUIREMENTS.

A master's degree from an accredited school (by the Council on Social Work Education) of social work or a master's degree in sociology, psychology, education, the humanities, or a behavioral science; OR a bachelor's degree in social sciences or in a related field plus three years of full-time paid social work experience in an agency with recognized standards of social work practice; OR, a bachelor's (See next page)

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
--	--

- |  |        |
|--|--------|
| 1. Texas Youth Council (see page 80 )<br>Mountain View State School                                | ( 7 )  |
| 2. Crockett State School   | ( 2 )  |
| 3. Gatesville State School<br>Department of Mental Health and Mental<br>Retardation (see page 76 ) | ( 23 ) |
| 4. Austin State Hospital   | ( 12 ) |
| 5. San Antonio State Hospital  | ( 10 ) |
| 6. Other agencies (30)   | ( 84 ) |

Approximate Number of  
Positions in State

138

Position Title CASEWORKER III

State Pay Scale 15 - \$11,616-14,628 State Class No. 5213

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Under the general supervision of a Medical or Psychiatric Caseworker, or the Chief of Social Service, and with considerable latitude for independent judgment, performs assigned social work services in a state hospital, out-patient clinic, or special school for the mentally retarded.

EDUCATION REQUIREMENTS.

A master's degree from a graduate school of social work accredited by the council on Social Work Education.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Texas Youth Council (see page 80 )	( )
2. Gatesville State School	( 8 )
3. Department of Mental Health and Mental Retardation (see page 76 )	( )
4. Austin State School	( 9 )
5. Other Agencies (25)	(35 )
6.	( )
Approximate Number of Positions in State	
<u>52</u>	

Position Title CLINICAL PSYCHOLOGIST INTERN

State Pay Scale 05 - \$5,808-7,320 State Class No. 5249

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs beginning level professional psychological work involving the four basic functions of the clinical psychologist—diagnosis, psychotherapy, research, and training. Work involves performing all forms of psychological evaluation, conducting group and individual psychotherapy, contributing to research projects, and participating in training activities. Works under intense supervision by doctoral clinical psychologists, exercising initiative and independent judgement in performing the details of the work, but confers frequently with supervisors on unusual problems and regarding advanced techniques.

EDUCATION REQUIREMENTS.

Ph.D. or Ed.D. in psychology from an approved senior college, or completion of at least two years of graduate study in doctoral program in psychology, current enrollment in the University granting the degree, and acceptance to candidacy for the doctoral degree.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Department of Mental Health and Mental Retardation (see page 76 )	( )
2. Austin State Hospital	( 2 )
3. Texas Department of Corrections (see page 79)	( 2 )
4.	( )
5.	( )
6.	( )
Approximate Number of Positions in State	
<u>4</u>	

Position Title PSYCHOLOGIST

State Pay Scale 16-\$12,408-15,624 State Class No. 5250

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs advanced professional psychological work developing plans of rehabilitation for patients and inmates in a state hospital or correctional institution. Work involves testing, developing a diagnosis, and counseling; writing reports, and participating in research projects. Works under general supervision, exercising initiative and independent judgment in performing the details of work.

EDUCATION REQUIREMENTS.

Master's degree in psychology from an approved senior college.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Department of Corrections (see page 79) Department of Mental Health and Mental Retardation (see page 76)	( 6 )
2. Big Spring State Hospital	( 10 )
3. Rusk State Hospital	( 10 )
4. Mexia State School	( 7 )
5. Austin State Hospital	( 6 )
6. Other agencies (19)	( 71 )
	<u>Approximate Number of Positions in State</u>
	<u>110</u>

Position Title CLINICAL PSYCHOLOGIST

State Pay Scale 17-\$13,248-16,692 State Class No. 5253

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs professional psychological work supervising the activities of psychologists engaged in testing, diagnosing, and counseling in a state agency. Work involves assigning and reviewing work of psychologists, training new employees, conferring with other departments, and conducting research. Works under general supervision and is responsible for the operation of the department.

EDUCATION REQUIREMENTS.

Graduate degree in clinical psychology, preferably a Ph.D. Minor in sociology very helpful.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Department of Corrections (see page 79)	( 2 )
2. Texas Youth Council (see page 80)	( 2 )
3. Gatesville State School	( 2 )
4. Brownwood State School	( 2 )
5. Gainesville State School	( 1 )
6. Other agencies (3)	( 3 )
	<u>Approximate Number of Positions in State</u>
	<u>10</u>

Data Analysis  
State Positions-Corrections

		% of Pop.
Number of Positions Listed	28	100.00
Number of Entry Level Positions	13	46.43
Number of Non-entry Level Positions	15	53.57
	28	100.00%
<u>EDUCATIONAL LEVELS</u>		
Positions that require high school degree	6	21.43
Positions that require high school degree and supplemental college/vocational courses	5	17.86
Positions that require bachelor's degree only	11	39.29
Positions that require master's degree only	1	3.57
Positions that require master's degree or higher	5	17.86
Total Number of Corrections Employees working in the 29 positions listed	<u>3,267</u>	<u>100.00%</u>
Total Number of Employees working in entry positions	1,978	60.54
Total Number of Employees working in non-entry positions	<u>1,289</u>	<u>39.46</u>
	3,267	100.00%

DATA ANALYSIS-CORRECTIONS

A review of the information found in the corrections subsection of this report shows that 46 percent of the positions listed are classified as entry level, while 54 percent are non-entry. While 61 percent of the positions listed require at least a bachelor's degree, 39 percent do not. It should be noted that while 17 percent of the positions require a master's degree, the majority of these job descriptions apply to master and doctorate degrees in psychology.

Although a minority of the positions listed are at the entry level (46%), a greater number of employees (1,978), or 61 percent of the employees working in the correction positions listed, are working at the entry level.

Entry Level Correctional Positions  
by Title and Employee Population

<u>Position Title</u>	<u>No. of Personnel</u>
Clinical Psychologist Intern	4
Sociologist I	7
Clinical Psychologist	10
Assistant Recreation Supervisor	12
Recreations Supervisor	13
Alcoholism Counselor I	33
Psychologist	110
Parole Officer I	132
Caseworker II	138
Youth Activities Supervisor II	174
Houseparent I	273
Youth Activities Supervisor I	422
Correctional Officer I	<u>650</u>
TOTAL	1978

Non-Entry Level Correctional Positions  
By Title and Employee Population

<u>Position Title</u>	<u>No. of Personnel</u>
Warden I	4
Sociologist II	5
Director of Recreation	5
Alcoholism Counselor II	6
Warden II	10
Assistant Warden	16
Parole Officer II	18
Major of Correctional Officers	29
Captain of Correctional Officers	32
Caseworker II	52
Houseparent II	56
Lieutenant of Correctional Officers	63
Youth Activities Supervisor III	80
Correctional Officer III	211
Correctional Officer II	<u>702</u>
TOTAL	1289

SECTION I,B  
Social Services

Position Title EMPLOYMENT INTERVIEWER I

State Pay Scale 10-\$8,076-10,176 State Class No. 3005

Position is  Entry level  
 Not entry level

JOB DESCRIPTION.

Performs semi-professional employment security work at an entrance level in the interviewing, classifying, and placement of applicants. Work involves routine aspects of determining the occupational skills of job applicants, obtaining factual information from claimants for unemployment insurance, interviewing employers by telephone to obtain hiring and job requirements for the purpose of filling orders for workers, referring applicants to job openings, and furnishing applicants and employers with employment information. Work is subject to review in progress and upon completion for conformance to standard procedures.

EDUCATION REQUIREMENTS.

Graduation from an approved college or university with courses in business or social sciences.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Employment Commission (see page 73)	(556)
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )

Approximate Number of  
Positions in State

556



Position Title EMPLOYMENT INTERVIEWER II

State Pay Scale 11-\$8,628-10,872 State Class No. 3006

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs advanced semi-professional employment security work in the interviewing, classifying, and placement of applicants. Work involves determining the occupational skills of job applicants, obtaining factual information from claimants for unemployment insurance, interviewing employers by telephone to obtain hiring and job requirements for the purpose of filling orders for workers, referring applicants to job openings, and furnishing applicants and employers with employment information. Work requires initiative and use of independent judgment. Work is subject to periodic review for conformance to standard procedures.

EDUCATION REQUIREMENTS.

Graduation from an approved college or university with major subjects in personnel management, business administration, sociology, public administration and related fields.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Texas Employment Commission (see page 73)	(457)
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )
Approximate Number of Positions in State	
457	

Position Title EMPLOYMENT INTERVIEWER III

State Pay Scale 12-\$9,216-11,616 State Class No. 3007

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs responsible semi-professional employment security work in the interviewing, classifying, and placement of applicants. Work involves difficult aspects of determining the occupational skills of job applicants, obtaining factual information from claimants for unemployment insurance, interviewing employers by telephone to obtain hiring and job requirements for the purpose of filling orders for workers, referring applicants to job openings, and furnishing applicants and employers with employment information. Work requires the responsibility for handling difficult and exceptional worker and employer problems of special occupational and industrial groups. Work is performed independently under general supervision.

EDUCATION REQUIREMENTS.

Graduation from an approved college or university, with major subjects or graduate work in personnel management, economics, sociology, public administration and related fields.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Texas Employment Commission (see page 73)	(96)
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )
Approximate Number of Positions in State	
96	

Position Title PUBLIC WELFARE WORKER I

State Pay Scale 10-\$8,076-10,176

State Class No. 5001

Position is (x) Entry level

( ) Not entry level

JOB DESCRIPTION.

Performs semi-professional social service work in the Department of Public Welfare. Work involves the collection, preparation and review of case data used to determine financial eligibility and to offer social services to families including protective services to dependent and neglected children; and making licensing studies of child care facilities. Supervision is received through frequent individual and group conferences and constant review and evaluation of casework reports.

EDUCATION REQUIREMENTS.

Graduation from an accredited four-year college or university. A passing rating in a practical written test demonstration; some knowledge of current economic and social problems such as pertaining to the general field of public welfare; also some understanding of the needs of children and youth and the principles of family life.

Location(s) of Position  
by State Agency

Approximate Number of  
Positions in Agency

1. Department of Public Welfare (see page 74)

(1738)

2.

( )

3.

( )

4.

( )

5.

( )

6.

( )

Approximate Number of  
Positions in State  
1738

Position Title PUBLIC WELFARE WORKER II

State Pay Scale 11-\$8,628-10,872

State Class No. 5002

Position is (x) Entry level

( ) Not entry level

JOB DESCRIPTION.

Performs professional social service work in the Department of Public Welfare. Work involves the collection, preparation, and review of case data used to provide assistance payments to the needy and social services to families and children including protective services to dependent, neglected and/or delinquent children, to unmarried mothers; placing children in foster care and adoptive homes; making licensing studies of child care facilities; providing leadership to interested citizens and organizations in the development of community responsibility for quality child care; and offering consultation to organizations and individuals seeking to establish new child care facilities. Supervision is received through planned supervisory conferences. Joint decisions are required only in cases where the recommendation involves action of deep and far reaching significance in a child's life, such as separation from his own family.

EDUCATION REQUIREMENTS.

Graduation from an accredited senior college including completion of a sequence of social welfare courses which meets the requirements for membership in the council for social work education or graduation from an accredited four year college plus one year of graduate training in an approved school of social work or graduation from an accredited senior college plus one year of satisfactory experience in social work.

Location(s) of Position  
by State Agency

Approximate Number of  
Positions in Agency

1. Department of Public Welfare (see page 74)

(84)

2.

( )

3.

( )

4.

( )

5.

( )

6.

( )

Approximate Number of  
Positions in State

84

Position Title PUBLIC WELFARE WORKER III

State Pay Scale 12-\$9,216-11,616 State Class No. 5003

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs responsible professional social service work in the Department of Public Welfare. Work involves providing casework services to dependent, neglected and/or delinquent children, and to unmarried mothers; placing children foster care and adoptive homes; making licensing studies of child care facilities; finding suitable adoptive homes for children with special needs such as physical handicaps, and working with adoptive parents after placement; providing leadership to county welfare boards; consulting with staff members of other divisions and agencies concerning child welfare problems; and coordinating activities of various groups interested in the welfare of children. Work requires frequent use of initiative and independent judgment, and is reviewed through planned supervisory conferences.

EDUCATION REQUIREMENTS.

Graduation from an accredited four year college or university, plus a Master's degree from an accredited school of social work. Graduation from an accredited four year college or university plus one year of graduate training in an approved school of social work, plus one year social work experience. Graduation from an accredited senior college including completion of a sequence of social welfare courses which meets (see next page)

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
--	--

1. Department of Public Welfare (see page 74) ( 58 )

2. ( )

3. ( )

4. ( )

5. ( )

6. ( )

Approximate Number of  
Positions in State

58

PUBLIC WELFARE WORKER III

EDUCATION REQUIREMENTS. (Cont'd.)

the requirements for membership in the Council for Social Work Education, plus one year social work experience. Graduation from an accredited senior college, plus two years satisfactory experience in social work.

Position Title WELFARE TRAINING SPECIALIST I

State Pay Scale 16-\$12,408-15,624 State Class No. 5008

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs responsible education and training work in the Department of Public Welfare. Work involves planning, organizing, and conducting orientation classes for semi-professional and professional social work employees as required; supervising and administering the Training Centers; in-service training sessions and workshop with regular staff. Works under supervision of the Director of Training and Staff Development and is allowed considerable discretion in performing the details of the work.

EDUCATION REQUIREMENTS.

Successful completion of a full four-year course leading to a Bachelor's degree from an accredited college or university and, in addition, a Master's degree in social work from an accredited school of social work and at least one year of successful full-time paid employment in a professional capacity in a public or private social agency. A practical written test demonstrating knowledge of the provisions of the Texas (see next page)

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Department of Public Welfare (see page 74 )	( 6 )
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )
<u>Approximate Number of Positions in State</u>	

WELFARE TRAINING SPECIALIST I

EDUCATION REQUIREMENTS. (Cont'd)

laws relating to Public Welfare, the Federal Social Security Act, and other important social legislation, a knowledge of the processes in the field of social work, including casework, group work, community organization, administration and research, fundamental principle of educational methods, including dynamics of group leadership; knowledge of administration as relates to practice as well as theory and understanding.

Position Title WELFARE TRAINING SPECIALIST II

State Pay Scale 17-\$13,248-16,692 State Class No. 5009

Position is ( ) Entry level  
(x) Not entry level

JOB DESCRIPTION.

Performs responsible specialized education and comprehensive training work in the Department of Public Welfare. Work involves planning, organizing, and conducting orientation classes for new professional social work employees; supervising and administering the Training Centers; inservice training sessions and workshops with regular worker and supervisory staff. Works under supervision and is allowed considerable discretion in performing the details of the work.

EDUCATION REQUIREMENTS.

Successful completion of a full 4-year course leading to a bachelor's degree from an accredited college or university and, in addition, a master's degree in social work from an accredited school of social work and at least two years of successful full-time paid employment in a professional capacity in a public or private social agency, one of which must have been either as a Welfare Specialist I, or in other similar qualifying positions.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Department of Public Welfare (see page 74)	( 7 )
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )
Approximate Number of Positions in State	
<u>7</u>	

Position Title PUBLIC WELFARE CASE ANALYST I

State Pay Scale 14-\$10,872-13,692 State Class No. 5011

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Under administrative direction and supervision, performs analytical social work on all the programs administered by the State Department of Public Welfare. Work involves determining disabilities, type of nursing care needed, and the degree of incapacity.

EDUCATION REQUIREMENTS.

A Master's degree from an accredited graduate school of social work. Two years of public welfare experience may be substituted for one year of graduate social work education. Or two years of public welfare experience may be substituted for two years of required graduate work provided the individual has completed a four year senior college with a sequence of social welfare courses which fulfill the requirements for (see next page)

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Department of Public Welfare (see page 74)	( 5 )
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )
Approximate Number of Positions in State	
<u>5</u>	

PUBLIC WELFARE CASE ANALYST I

EDUCATION REQUIREMENTS. (Cont'd)

membership in the Council for Social Work Education. Graduation from an accredited senior college, plus three years of satisfactory experience in public welfare.

Position Title WELFARE PROGRAM CONSULTANT

State Pay Scale 17-\$13,248-16,692

State Class No. 5014

Position is ( ) Entry level

(\*) Not entry level

JOB DESCRIPTION.

Under administrative direction, performs responsible specialized consulting work in the Department of Public Welfare. Work involves providing specialized staff assistance in the development of standards, policies and procedures in providing financial assistance and social services for applicants and recipients of Public Welfare. Works in a specialized field such as protective and/or rehabilitation services to older persons, to the blind and other handicapped, health services, congregate housing, homemaker services, foster care services, psychiatric services, juvenile delinquency, adoption, group care, community organization, and day care.

EDUCATION REQUIREMENTS.

Graduation from an accredited four year college or university plus a Master's degree from an accredited school of social work, plus three years of experience in public welfare work. A college degree with a completion of an undergraduate sequence of social welfare courses which fulfill the requirements for membership in the Council for Social Work Education, or one year of graduate training in an approved school of social work plus four years of social work experience. Graduation from an accredited four (see next page)

Location(s) of Position  
by State Agency

Approximate Number of  
Positions in Agency

1. Department of Public Welfare (see page 74)	(26)
2.	( )
3.	( )
4.	( )
5.	( )
6.	( )

Approximate Number of  
Positions in State

26

WELFARE PROGRAM CONSULTANT

EDUCATION REQUIREMENTS. (Cont'd.)

year college plus six years experience in public welfare.

Position Title REHABILITATION TECHNICIAN I

State Pay Scale 11-\$8,628-10,872

State Class No. 5059

Position is  Entry level

Not entry level

JOB DESCRIPTION.

Under close supervision of the rehabilitation counselor, performs technical duties and functions in the rehabilitation process. Responsible for periodic review, detail reporting in the case records and periodic follow-up of active and closed cases. Arranges necessary services to execute the rehabilitation plan.

EDUCATION REQUIREMENTS.

Two years college plus 1 year work experience or high school diploma with 3 years work experience in rehabilitation or a related field.

Location(s) of Position  
by State Agency

Approximate Number of  
Positions in Agency

1. Texas Rehabilitation Commission (see page 75) ( 44 )

2. Other agencies (5) ( 11 )

3. ( )

4. ( )

5. ( )

6. ( )

Approximate Number of  
Positions in State

Position Title REHABILITATION TECHNICIAN II

State Pay Scale 13 - \$10,176-12,816 State Class No. 5060

Position is ( ) Entry level  
(\*) Not entry level

JOB DESCRIPTION.

Under the general supervision of the rehabilitation counselor, arranges necessary services to execute the rehabilitation plan with some latitude for individual action. Performs highly specialized duties and functions in the rehabilitation process. Assists the counselor in maintaining and updating case records.

EDUCATION REQUIREMENTS.

Two years college plus 2 years work experience in rehabilitation or a related field or high school diploma with 4 years experience in rehabilitation or a related field. One year work in vocational rehabilitation can be substituted for one year college.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
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- |  |       |
|--|-------|
| 1. Texas Rehabilitation Commission (see page 75) | ( 59) |
| 2. Other Agencies (6)                            | ( 10) |
| 3.   | ( )   |
| 4.   | ( )   |
| 5.   | ( )   |
| 6.   | ( )   |

Approximate Number of  
Positions in State

69

Position Title DISABILITY DETERMINATION OFFICER

State Pay Scale 16-\$12,408-15,624 State Class No. 5061

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs responsible technical work approving or rejecting claims for disability benefits as provided in the Federal Social Security Act, in accordance with an agreement between the Texas Education Agency and the Social Security Administration. Work involves studying case histories; evaluating data; conducting investigations; preparing determinations, and conducting a large volume of correspondence. Worker proceeds with regular assignments independently but refers to supervisor of disability on verifications and interpretation of policy.

EDUCATION REQUIREMENTS.

Graduation from a four year college or university.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
--	--

- |  |        |
|--|--------|
| 1. Texas Rehabilitation Commission (see page 75) | ( 59 ) |
| 2.   | ( )    |
| 3.   | ( )    |
| 4.   | ( )    |
| 5.   | ( )    |
| 6.   | ( )    |

Approximate Number of  
Positions in State

59



Position Title VOCATIONAL REHABILITATION COUNSELOR I

State Pay Scale 15 - \$11,616-14,628 State Class No. 5062

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs vocational counseling work under general supervision. Due to its nature, work is performed independently, however, case histories are reviewed and periodic visits are made by staff members to discuss procedures, advise of policy changes and set standards of job performance. Work involves interviewing disabled persons in an assigned territory or state hospital to evaluate work potentials, prescribe training or other rehabilitation service, develop specialized job opportunities, and take follow-up action to determine job adjustment.

EDUCATION REQUIREMENTS.

Master's degree with no work experience, or Bachelor's degree with two years work experience or Bachelor's degree in vocational rehabilitation with no work experience or two years college plus three years work experience in vocational rehabilitation.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Commission for the Blind	( 57 )
2. Texas Rehabilitation Commission (see page 75) Department of Mental Health and Mental Retardation (see page 76 )	265 )
3. Amarillo State Center for Human Deve- lopment	( 1 )
4.	( )
5.	( )
6.	( )
	<u>Approximate Number of Positions in State</u>
	323

Position Title VOCATIONAL REHABILITATION COUNSELOR II

State Pay Scale 16-\$12,408-15,624 State Class No. 5063

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs specialized vocational counseling work interviewing disabled clients in an assigned territory or state hospital to evaluate work potentials, prescribe training or other rehabilitation service, develop specialized job opportunities, and follow-up to determine job adjustment. Works independently, however, case histories are reviewed and occasional visits are made by staff members to discuss procedures, policies, and standards of job performance.

EDUCATION REQUIREMENTS.

Master's degree in Rehabilitation Counseling with no work experience or Master's degree with one year work experience in Vocational Rehabilitation or Bachelor's degree with three years work experience in Vocational Rehabilitation.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Commission for the Blind (see page 71)	( 16 )
2. Texas Rehabilitation Commission (see page 75)	( 308 )
3.	( )
4.	( )
5.	( )
6.	( )
	<u>Approximate Number of Positions in State</u>
	325

Position Title SUPERVISING COUNSELOR

State Pay Scale 17-\$13,248-16,692 State Class No. 5068

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs specialized vocational counseling and supervisory work in a state agency. Under general supervision of higher level administrative personnel, is responsible for planning and advising with counselors relative to rehabilitation services for the severely disabled; scheduling work loads, and coordinating work for counselors in field offices with all units of the division; reviewing case histories; and assisting in evaluating job performance. Represents the division in working with other community agencies or groups.

EDUCATION REQUIREMENTS.

An earned graduate degree in an appropriate field of study including basic courses in psychology.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Texas Commission for the Blind (see page 71)	( 12 )
2. Department of Mental Health and Mental Retardation (see page 76)	( )
3. Rio Grande Center for MHMR	( 1 )
4.	( )
5.	( )
6.	( )
	<u>Approximate Number of Positions in State</u>
	<u>13</u>

Position Title CASEWORKER I

State Pay Scale 09-\$7,560-9,528 State Class No. 5211

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Under the immediate supervision of a senior member of the social service staff, but with allowance for some discretion in carrying out the details of the work, performs assigned social work services in a state hospital, out-patient clinic, or special school for the mentally retarded.

EDUCATION REQUIREMENTS.

Graduation from an accredited college or university with a baccalaureate degree or equivalent, preferably with a major in the behavioral, social sciences, humanities, or education.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Department of Mental Health and Mental Retardation (see page 76 ) Vernon Geriatric Center	( 10 )
2. Austin State Hospital	( 21 )
3. San Antonio State Hospital	( 12 )
4. Wichita Falls State Hospital	( 16 )
5. Big Springs State Hospital	( 16 )
6. Other Agencies (16)	( 60 )
	<u>Approximate Number of Positions in State</u>
	<u>135</u>

Position Title CLINICAL PSYCHOLOGIST STUDENT

State Pay Scale 03 - \$5,088-6,408 State Class No. 5248

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs sub-professional psychological work administering and scoring objective psychometric tests to the patients in a state hospital, special school, or clinic. Work involves administering paper and pencil tests, scoring objective tests, tabulating research data, and preparing written reports under supervision. Works under close supervision of professional clinical psychologists.

EDUCATION REQUIREMENTS.

Bachelor's degree in psychology from an approved senior college.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Department of Mental Health and Mental Retardation (see page 76 )	( )
2. Denton State School	( 1 )
3. Lubbock State School	( 1 )
4.	( )
5.	( )
6.	( )
Approximate Number of Positions in State	
<u>2</u>	

Position Title PSYCHOLOGICAL ASSISTANT

State Pay Scale 12-\$9,216-11,616 State Class No. 5252

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs specialized psychological services in assisting higher level personnel in the field of mental health. Under supervision of chief or staff psychologist, works in a team relationship with a psychiatrist and a social worker to provide services where clinical psychology is involved.

EDUCATION REQUIREMENTS.

Graduation from a recognized college or university with a bachelor's degree supplemented by graduate work in psychology with major emphasis in clinical psychology.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Department of Mental Health and Mental Retardation (see page 76 ) Big Spring State Hospital	( 1 )
2. San Antonio State Hospital	( 2 )
3. Wichita Falls State Hospital	( 1 )
4. Abilene State School	( 1 )
5. San Angelo Center	( 1 )
6. Other agencies (4)	( 4 )
Approximate Number of Positions in State	
<u>10</u>	

Position Title REHABILITATION TEACHER I

State Pay Scale 10-\$8,076-10,176 State Class No. 5351

Position is  Entry level  
 Not entry level

JOB DESCRIPTION.

A professionally trained teacher and guidance worker who performs instructive and counseling work with the adult blind. Under general supervision of the supervisor of rehabilitation teachers, provides instruction in communicative skills, home management, personal grooming, mobility and crafts. Complements work of the rehabilitation counselor in providing counseling, guidance, orientation and personal adjustment services to the adult blind.

EDUCATION REQUIREMENTS.

Bachelor's degree in social work, sociology, rehabilitation, education or related field from a recognized university or college; plus agreement to the stipulation that work will be continued toward a master's degree in the same field at some future date specified by the executive director following one or more years of work as a rehabilitation teacher with the agency.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Commission for the Blind (see page 71 )	( 51 )
2. Department of Mental Health and Mental Retardation (see page 76 )	( )
3. Rusk State Hospital	( 1 )
4. Lubbock State Hospital	( 1 )
5.	( )
6.	( )
Approximate Number of Positions in State	

Position Title REHABILITATION TEACHER II

State Pay Scale 12-\$9,216-11,616 State Class No. 5352

Position is  Entry level  
 Not entry level

JOB DESCRIPTION.

Performs professional complex rehabilitation field work relating to instructive, counseling, vocational evaluative, or other helping functions in working with the adult blind. Serves as a member of a rehabilitation team; cooperates closely with rehabilitation counselors of the agency, to determine rehabilitation potential of adult clients, to assist in the formulation of realistic employment goals and other rehabilitation objectives, and to provide various services necessary for the successful realization of rehabilitation objectives. Works under general supervision which may vary within agency's organizational structure according to specific job assignment.

EDUCATION REQUIREMENTS.

Bachelor's degree in an appropriate discipline, supplemented by specific training of formal academic nature in short-term courses or seminars to develop specialized knowledge and skills needed for proficiency in selected phases of rehabilitation process.

Location(s) of Position by State Agency	Approximate Number of Positions in Agency
1. Commission for the Blind (see page 71 )	( 35 )
2. Department of Mental Health and Mental Retardation (see page 76 )	( )
3. Mexia State School	( 2 )
4.	( )
5.	( )
6.	( )
Approximate Number of Positions in State	

Position Title REHABILITATION CASEWORKER

State Pay Scale 14-\$10,872-13,692 State Class No. 5354

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs responsible, specialized and technical casework incidental to rehabilitation services to the visually disabled population of the state. Work involves the more difficult phases of the rehabilitation process, and requires extended experience or highly specialized training in selected phases of rehabilitation work. Professional activities are conducted so as to promote cohesiveness among all agency programs by a more effective intermeshing of client services provided by or through the agency. Supervision is dependent upon specific job assignment.

EDUCATION REQUIREMENTS.

An advanced degree in an appropriate discipline. Educational requirement may be reduced on basis of two years of appropriate professional experience for each year of college work.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Commission for the Blind (see page 71)	( 15 )
2. Department of Mental Health and Mental Retardation (see page 76 )	( )
3. Lubbock State School	( 1 )
4.	( )
5.	( )
6.	( )
	<u>Approximate Number of Positions in State</u>
	16

Position Title WELFARE SERVICE TECHNICIAN I

State Pay Scale 07 - \$6,624-8,352 State Class No. 5504

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs preprofessional welfare work related to eligibility determination and social service functions. Works under the general direction of the supervisor, program director, or regional administrator. Work involves contact and follow-up with applicants, assisting professional staff in the collection, preparation and review of case data for eligibility determination for assistance payments and social services. Work provides opportunity for some independent action, but total performance is supervised.

EDUCATION REQUIREMENTS.

Graduation from an accredited high school plus a total of three years of experience as a Community Service Aide I, II, and III, or high school graduate plus three years in such related work as social or financial service aide, community worker, community organizer, or outreach person or other similar qualifying experience. Each 15 semester hours of college may be substituted for one year of the required experience.

<u>Location(s) of Position by State Agency</u>	<u>Approximate Number of Positions in Agency</u>
1. Department of Public Welfare (see page 74)	( 36 )
2. Department of Mental Health and Mental Retardation (see pg. 76 ) San Antonio State Hospital	( 2 )
3.	( )
4.	( )
5.	( )
6.	( )
	<u>Approximate Number of Positions in State</u>
	38

Position Title WELFARE SERVICE TECHNICIAN II

State Pay Scale 09-\$7,560-9,528 State Class No. 5505

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Performs technical work related to the categorical programs of the Department of Public Welfare. Works under the general direction of the Supervisor, program director, or regional administrator. Work involves assisting supervisors in the collection, preparation, and review of case data used to determine financial eligibility and to offer social services. Work is performed independently; however, instructions and supervision are received through infrequent individual and group conferences and directives or reports.

EDUCATION REQUIREMENTS.

Completion of sixty semester hours of accredited college work. Two years of inservice experience in Community Service Aide and Welfare Service Technician I tasks may be substituted for one year of college up to two years.

Location(s) of Position by State Agency      Approximate Number of Positions in Agency

- 1. Department of Public Welfare (see page 74)      ( 785 )
- 2. Department of Mental Health and Mental Retardation (see page 76 )      (   )
- 3. San Antonio State Hospital      ( 3 )
- 4.                                    (   )
- 5.                                    (   )
- 6.                                    (   )

Approximate Number of Positions in State

788

Data Analysis

State Positions-Social Services

		% of Pop.
Number of Positions Listed	24	100.00%
Number of Entry Level Positions	19	79.17
Number of Non-Entry Level Positions	5	20.83
	<u>24</u>	<u>100.00%</u>

EDUCATIONAL LEVELS

Positions that require high school degree	0	
Positions that require high school degree and supplemental college/vocational courses	4	16.67
Positions that require bachelor's degree or higher	5	20.83
Positions that require bachelor's degree only	9	37.50
Positions that require master's degree or higher	6	25.00
	<u>24</u>	<u>100.00%</u>

Total number of social service employees working in the 24 positions listed      4956      100.00%

Total number of employees working in entry positions      4301      86.78

Total number of employees working in non-entry positions      655      13.22  
4956      100.00%

DATA ANALYSIS-SOCIAL SERVICES

Almost 80 per cent of the social services positions were at the entry level with 20 per cent of the total being non-entry in nature. A vast majority of the positions (84%) require at least a bachelor's degree and 46 per cent of the positions require college work beyond the bachelor's.

Twenty five per cent of the positions required master's degrees on higher levels of education with the vast majority seeking master's degrees in social work. Of the 4,956 employees working in the 24 positions listed, over 86 per cent work in entry level positions.

Entry Level Social Services Positions  
By Title and Employee Population

<u>Position Title</u>	<u>No. of Personnel</u>
Clinical Psychologist Student	2
Public Welfare Case Analyst I	5
Welfare Training Specialist I	6
Psychological Assistant	10
Supervising Counselor	13
Rehabilitation Caseworker	16
Rehabilitation Teacher II	37
Welfare Service Technician	38
Rehabilitation Teacher I	53
Rehabilitation Technician I	55
Public Welfare Worker III	58
Disability Determination Officer	59
Public Welfare Worker II	84
Caseworker I	135
Vocational Rehabilitation Counselor I	323
Vocational Rehabilitation Counselor II	325
Employment Interviewer I	556
Welfare Service Technician II	788
Public Welfare Worker I	<u>1738</u>
TOTAL	4301

Non-Entry Level Social Service Positions  
By Title and Employee Population

<u>Position Title</u>	<u>No. of Personnel</u>
Welfare Training Specialist II	7
Welfare Program Consultant	26
Rehabilitation Technician II	69
Employment Interview III	96
Employment Interviewer II	<u>157</u>
TOTAL	655

TABLE III  
Data Analysis-All Positions

Number of Positions Listed	52	100.00%
Number of Entry Level Positions	32	61.54
Number of Non-Entry Level Positions	20	38.46
	<u>52</u>	<u>100.00%</u>
<u>EDUCATIONAL LEVELS</u>		
Positions that require high school degree	6	11.54
Positions that require high school degree and supplemental college/vocational courses	9	17.31
Positions that require bachelor's degree only	20	38.46
Positions that require bachelor's degree or higher	6	11.54
Positions that require master's degree or higher	<u>11</u>	<u>21.15</u>
	52	100.00
Total number of employees working in listed positions	<u>8,223</u>	<u>100.00%</u>
Total number of employees working in entry positions	6,279	76.36
Total number of employees working in non-entry positions	1,944	23.64
	<u>8,223</u>	<u>100.00%</u>



## SUMMARY ANALYSIS

From a total of 52 job description positions incorporated in Section I, 28 or 54% were determined to be corrections oriented while 24 positions or 46% were classified as social services. Classification of all positions was based on the agency location portions of each job description. If any position was located within a state correctional agency, for the purposes of this analysis it was categorized within the State Position-Corrections section of this report. Likewise, any position not found within a state correctional agency was listed as State Position-Social Services.

From a total of 32 entry level positions, 13 or 40.63% were corrections and 19 or 59.38 were social services oriented. Similarly, of the 20 non-entry job descriptions presented, 15 or 75.0% were from the corrections subsection while only 5 or 25.0% of that group were from the social science listing. The reason for this difference in entry and non-entry level positions between the two groups may have resulted from; judgemental decisions in the placement of each position into one or the other subsections, or, it might suggest that the social science positions allow increased degree requirements to substitute for tenure.

Over 70 percent of all positions listed require a bachelor's degree or higher academic credentials. Of the 8,223 employees working in the 52 positions, 76 percent or 6,279 employees were working in entry level positions while 24 percent of the employees were working in non-entry positions.

## SECTION II

### Description of State Agencies Having Corrections/Social Services Positions

### Section Purpose

The purpose of this section is to provide the reader with a basic idea of the goals and objectives of the state agencies herein. Each of the agencies reported in this section have a direct relationship to one or more position descriptions listed in the previous section (I) of this report.

The contents of this section will offer the reader an opportunity to view each agency's purpose, contact address, and sub-agency location where appropriate.

COMMISSION ON ALCOHOLISM  
K. E. Beahan, Executive Director

### Contact Address.

809 Sam Houston State Office  
Austin, Texas 78701

(512) 475-2577

Agency Responsibilities. \*The Commission: (1) carries on a continuing study of problems relating to alcoholism and focuses public attention thereon; (2) promotes and conducts educational programs on alcoholism, (3) provides treatment and rehabilitation services for alcoholics in cooperation with hospitals, clinics and other institutions; (4) furnishes funds and grants to educational, medical, and research institutions for study and research related to the prevention of alcoholism; and (5) establishes cooperative relationships with other state, local, and federal agencies, hospitals, clinics, public health units, welfare and law enforcement authorities, educational and medical agencies, and other related public and private groups.

Sub-Agencies. None

\*Source. Legislative Budget Estimates for the Fiscal Year Ending August 31, 1973-74. Legislative Budget Board of the Sixty-Second Legislature. January, 1973.

COMMISSION FOR THE BLIND  
Bert L. Risley, Executive Director

Contact Address.

P.O. Box 12866  
Austin, Texas 78711

(512) 474-1901

Agency Responsibilities. \*The commission has two basic objectives: to prevent serious visual disability throughout the State; and, to extend such services as are necessary to assist the visually disabled individual in becoming a useful, productive, independent and contributing member of society.

Sub-Agencies. None.

\*Source. Legislative Budget Estimates. January, 1973.

DEPARTMENT OF HEALTH  
J. E. Peavy, M. D., Commissioner

Contact Address.

1100 West Forty-Ninth  
Austin, Texas 78756

(512) 452-3601

Agency Responsibilities. \*The Department utilizes modern public health practices in a wide variety of programs aimed at protecting and promoting the health of the people of Texas. Environment health programs provide enforcement of state laws relating to food and drugs, milk and dairy products, inspection of bedding, occupational health and radiation control, occupational safety, and sanitary engineering and air pollution control. The Department conducts programs aimed at the control and prevention of chronic and communicable disease. The Division of Crippled Children's Services provided care for a total of 12,968 children in the 1972 fiscal year. The Tuberculosis Control Division supervises the State's three chest hospitals and provides services of casefinding, contact investigation, and inpatient and outpatient treatment on a regional basis.

Sub-Agencies.

Office of Comprehensive Health Planning  
East Texas Chest Hospital  
Harlingen State Chest Hospital  
San Antonio State Chest Hospital

\*Source. Legislative Budget Estimates. January, 1973.

TEXAS EMPLOYMENT COMMISSION  
Henry Rothell, Administrator

Contact Address.

Texas Employment Commission Building  
Fifteenth and Congress Avenue  
Austin, Texas 78778

(512) 472-6251

Agency Responsibilities. \*The commission administers the Texas Unemployment Act which provides for (1) the establishment and maintenance of free public employment offices in Texas; (2) operation of an unemployment insurance program for unemployed workers who qualify under the terms of the Act; (3) collection of unemployment taxes from employers subject to the terms of the Act, thus providing a reserve from which unemployment insurance payments are made; and (4) compliance with Federal regulations governing the expenditure of such sums as may be allotted under Title III of the Social Security Act for the administrator of the employment security program in Texas.

Sub-Agencies. None

\*Source. Legislative Budget Estimates. January, 1973.

DEPARTMENT OF PUBLIC WELFARE  
Raymond W. Vowell, Commissioner

Contact Address.

John H. Reagan Building  
Austin, Texas 78701

(512) 475-5777

Agency Responsibilities. \*The Public Welfare Act of 1941 and related statutes charge the department with the administration of the four categorical public assistance programs of Old Age Assistance, and to the Blind, Aid to the Permanently and Totally Disabled, and Aid to Families with Dependent Children; the Texas Medical Assistance Program; the Child Welfare Program; the Commodity Distribution and Food Stamp Program; several Social Service Programs, and the Social Security Program for coverage of state and local government employees.

Sub-Agencies. None.

\*Source. Legislative Budget Estimates, January, 1973.

TEXAS REHABILITATION COMMISSION  
Jess M. Irwin, Commissioner

Contact Address.

1301 West Thirty-Eighth  
Austin, Texas 78705

(512) 452-2338

Agency Responsibilities. \*The commission administers two major programs: vocational rehabilitation and disability determination for Social Security benefits. During 1972 the commission successfully rehabilitated 21,907 handicapped people, some 1,700 more than any other state. Of the commission's sixteen major programs, ten have been added in the three years since the agency was created (1969). The commission's rehabilitation services are provided through the following programs: (1) mental retardation, (2) mental health, (3) alcoholism, (4) public offenders, (5) hearing impaired, (6) respiratory diseases, (7) juvenile corrections, (8) drug abuse, (9) migrants, (10) epilepsy, (11) public assistance, (12) severely disabled, (13) disabled disadvantaged, (14) extended living, (15) job development, and (16) model cities.

Sub-Agencies. None

\*Source. Legislative Budget Estimates, January, 1973.

DEPARTMENT OF MENTAL HEALTH & MENTAL RETARDATION  
David Wade, M. D., Commissioner

Contact Address.

P.O. Box 12668  
Capitol Station  
Austin, Texas 78711

(512) 459-7315

Agency Responsibilities. \*The department administers programs for the care and treatment of over 24,500 patients and students in twenty residential institutions with the twenty-first, the new Fort Worth State School, programmed for opening during the 1974-74 biennium. The department was created in 1967 and given the responsibility of conserving the mental health of all the State's citizens and of helping mentally retarded citizens achieve their maximum potential. With the provision of services aimed at prevention, early intervention, diagnosis and evaluation, day and night care, and short-term treatment facilities for the care and treatment of the mentally ill and mentally retarded at the community level, the role of the hospitals and schools becomes one of emphasizing certain phases of intensive therapy and long-term care.

Sub-Agencies.

Dallas Mental Health Outpatient Clinic  
Fort Worth Mental Health Outpatient Clinic  
Amarillo State Center for Human Development  
Beaumont State Center for Human Development  
El Paso State Center for Human Development  
Abilene State School  
Austin State Hospital  
Big Spring State Hospital  
Brenham State School  
Corpus Christi State School  
Denton State School  
Fort Worth State School and Mental Health Clinic  
Harlingen Chest Hospital  
Kerrville State Hospital  
Lubbock State School  
Lufkin State School  
Mexia State School

\*Source. Legislative Budget Estimates. January, 1973.

DEPARTMENT OF MENTAL HEALTH & MENTAL RETARDATION

Sub-Agencies Continued.

Richmond State School  
Rusk State Hospital  
San Angelo Center  
San Antonio State Hospital  
Terrell State Hospital  
Texas Research Institute  
Travis State School  
Vernon Center  
Wichita Falls State Hospital  
Rio Grande State Center for Mental Health & Mental  
Retardation

BOARD OF PARDONS AND PAROLES  
Clyde Whiteside, Chairman

Contact Address.

Room 711  
Stephen F. Austin Building  
Austin, Texas 78701  
(512) 475-4525

Agency Responsibilities. \*The board administers the State's parole systems and investigates and recommends acts of executive clemency by the Governor. During the last fiscal year, paroles were issued to 2,278 inmates. During the same period the Board had jurisdiction over 7,131 persons who were on parole and subject to parole revocation. Approximately 693 paroles were revoked during this period, this being 9.7% of the number under its jurisdiction.

Sub-Agencies. None

\*Source. Legislative Budget Estimates. January, 1973.

DEPARTMENT OF CORRECTIONS  
W. J. Estelle, Jr., Director

Contact Address.

P.O. Box 99  
Huntsville, Texas 77340

(713) 295-6371

Agency Responsibilities. \*The department has a fourfold objective: (1) the temporary incarceration of men and women as a deterrent to crime; (2) the permanent separation from society of those men and women who cannot peaceably and constructively live among free men; (3) the rehabilitation of those who return to society; (4) the exercising of a wise and prudent stewardship of the land, cattle, and physical structures entrusted to the department.

Sub-Agencies. None

\*Source. Legislative Budget Estimates. January, 1973.

TEXAS YOUTH COUNCIL  
Ron Jackson, Director

Contact Address.

Sam Houston State Building  
201 East Fourteenth Street  
Austin, Texas 78701

(512) 475-5801

Agency Responsibilities. \*The Texas Youth Council is a three-member appointed board which administers the state's correctional facilities for delinquent children, and provides programs of constructive care, treatment, education and training aimed at the rehabilitation and re-establishment in society of children adjudged delinquent and committed to the Council by the courts. It also provides active parole supervision of delinquent children released from the state training schools. This agency also has the responsibility for the state homes for the dependent and neglected children.

Sub-Agencies.

Brownwood State School  
Corsicana State School  
Crockett State School  
Gainesville State School  
Gatesville State School  
Giddings State School  
Mountain View State School  
Waco State School  
West Texas Children's Home

\*Source. Legislative Budget Estimate. January, 1973.

## SUMMARY ANALYSIS

Of the ten (10) agencies listed in this section, three (3) are directly related to corrections while seven (7) are social services oriented. All of the state offices are located in Austin, Texas with one exception--the Department of Corrections is centered in Huntsville.

Information used in the Agency Responsibilities portion of each agency description comes from the Legislature Budget Estimates For The Fiscal Year Ending August 3, 1973-74. A publication issued by the Legislature Budget Board of the Sixty-Second Legislature.

## SECTION III

Manpower Description of Local  
Corrections/Social Service Agencies in Texas



Section Purpose

This information includes a descriptive view of manpower found in five (5) specific sets.\* To interpret the tables within this section it must be noted that position category refers to eleven (11) employee roles. Each role and the respective position titles for each are as follows:

Medical/Clinical-Corrections

Psychologist  
Psychiatrist  
Psychological Associate  
Sociologist  
Medical Consultant

Direct Counseling Responsibilities-  
Corrections

Caseworker Assistant  
Social Worker  
Caseworker  
Rehabilitation Counselor I  
Rehabilitation Counselor II  
Rehabilitation Counselor III  
Assistant Counselor  
Groupworkers  
Probation Officer I  
Probation Officer II  
Probation Officer III  
Detention Counselor  
Intake Worker  
Youth Services Worker  
County Juvenile Officer  
Probation Officer Assistant  
Probation Office Intern  
Employment Counselor  
Senior Counselor  
Alcoholism Counselor

Non-Counseling Responsibilities-  
Corrections

Presentence Investigator  
Community Service Worker

Administrators-Corrections

Clinical Director  
Superintendent  
Program Director  
Chief Officer  
Director of Administration  
Detention Superintendent

**CONTINUED**

**1 OF 2**

\* Each set is described carefully within the following pages.

Executive Director  
Project Administrator  
Director Research Clinic  
Executive Secretary

Supportive-Corrections

Mental Health Consultant  
Mental Health Specialist  
Evaluators  
Assistant Superintendent  
Director Resource Development  
Director of Services  
Director of Education  
Training Director  
Assistant Chief Probation Officer  
Counseling Service Director  
Director, YMCA Tutor Program  
Director Personnel Training  
Assistant Director Comm Task Force  
Department Program Director  
Director of Psychological Services  
Associate Director  
Director of Field Operators  
Director of Narcotics Addiction Program  
Public Information Specialist

Supervisory-Corrections

Child Service Coordinator  
Supervisor  
Detention Supervisor  
Probation Officer Supervisor  
Vista Lead Supervisor  
Resource Coordinator  
Program Coordinator  
Job Coordinator  
Probation Officer Coordinator  
Vista Supervisor  
Field Team Supervisor  
Reeducation Coordinator  
Coordinator of Volunteers  
Criminal Justice Council Coordinator  
Drug Coordinator

Pure Administration-Other Services

Administrator  
Director

Supportive-Other Services

Business Manager  
Community Education Information Director  
Accountant  
Assistant Administrator  
Director of Planning  
Director of Special Services  
Systems Analyst  
Planner  
Administrator Technician  
Regional Developer  
Personnel Director

Supervisory-Other Services

Child Supervisor of Detention  
Project Coordinator  
Regional Representative

Medical-Other Services

Nurse

Functional-Other Services

Teacher  
Lab Technician  
Secretary  
Speech Therapist

The many and varied job titles found within the questionnaire had to be structured into groupings to allow for analysis. Therefore, when reading the tables having categories, it reflects those position titles and employees document as working within one of the eleven (11) position roles as defined above.

SET #1

This group of\*agencies consists of the following:

Council of Governments  
Local Crime Commissions  
Local Juvenile Institutions  
Local Police Social Services Organizations

From a sample of 62 agencies, eight (8) or 12.9% answered the questionnaire. The exact number of agencies statewide is not available or known at this time.

\* Agencies identified in this set are located in the Job Information Center's master directory, Sam Houston State University, Huntsville, Texas.

TABLE 1

Total Number of Professionals by Sex  
Set #1 Agencies

Sex	# of Prof. Employees/	% of Total Population
Male	73	82.95
Female	15	17.05
Total	88	100.00

Almost 83 per cent of the professionals in this set are males as contrasted to 67 per cent of all agencies queried. A 50 per cent decrease in the female professionals compared to the total population sampled is noted for this set.

TABLE 2

Total Number of Professionals by Race  
Set #1 Agencies

Race	# of Employees	% of Population
White	74	54.81
Black	9	6.67
Mexican/American	52	38.52
Total	135	100.00

Over 45 per cent of this set's professionals are minority employees. The Mexican/American group with an estimated 39 per cent contrasts sharply with the total population's minority population of 27 per cent. White employees constitute 55 per cent of this set's total population with 73 per cent represented overall.

TABLE 3

Position Category Breakdown of Set #1 Agencies

Position Category	Number of Positions	Employees Per Categ.	*1 Salary Range
Medical Clinical-Corrections	2	4	984-1000 (992)
Direct Counseling-Corrections	6	41	578-916 (733)
Non-Counseling-Corrections	1	15	567- (---)
Pure Administration-Correc.	3	3	900-1327 (743)
Supportive-Corrections	2	2	785-1320 (1053)
Supervisory-Corrections	6	10	583-1700 (905)
Pure Administration-Other Ser.	1	9	667
Supportive-Other Services	4	4	464-1000 (691)
Supervisory-Other Services	1	10	420
Medical-Other Services	-	--	-----
Functional-Other Services	2	22	524-600 (562)
Total	28	120	

It can be noted that the Direct Counseling-Corrections category contains the greater number of employees in this set. However, the Supportive-Corrections group contains the higher mean salaries but from only a two employee comparison.

\*1 Bracketed number is mean salary level of category positions

TABLE 4

Experience Required by Set #1  
Position Category

Category	% of Positions Requiring Exper.	% Requiring No Experience
Medical/Clinical-Corrections	100.00%	-----
Direct Counseling-Correc.	83.34%	16.66%
Non-Counseling-Corrections	100.00%	-----
Pure Administration-Correc.	33.34%	66.66%
Supportive-Corrections	50.00%	50.00%
Supervisory-Corrections	33.32%	66.68%
Pure Administration-Other Services	-----	100.00%
Supportive-Other Services	50.00%	50.00%
Supervisory-Other Services	-----	100.00%
Medical-Other Services	-----	-----
Functional-Other Services	50.00%	50.00%

Six of 11 categories require some full-time work experience while 5 do not. All of the Medical/Clinical-Corrections and Non-Counseling-Corrections category positions require experience while all of the Pure Administration-Other Services positions are not required to have work experience.

TABLE 5

Educational Requirements of Set #1  
Positions by Categories

Category	High School (% of Pop.)	Assoc. of Arts Deg.	BS/BA Degree	Graduate Degree
Medical/Clinical- Corrections	--	--	--	100.00%
Direct Counseling- Corrections	--	--	83.34	16.66%
Non-Counseling-Cor. Pure Administration- Corrections	100	--	--	---
Supportive-Correc.	--	--	33.34	66.66
Supervisory-Correc.	--	--	50.00	50.00
Pure Admin.-Other Services	--	--	66.66	33.34
Supportive-Other Ser	25.00	--	100.00	---
Supervisory-Other Services	100	--	50.00	25.00
Medical-Other Serv.	--	--	--	---
Functional-Other Services	--	--	100.00	---

Two categories, Non-Counseling-Corrections and Supervisory-Other Services allow high school degreed individuals to work in professional positions. However, most positions require bachelors or advanced degrees.

SET #2

This group of\* agencies consist of the following:

Local Mental Health and Mental Retardation Centers

From 27 facilities statewide, a sample of 5, or 18.52 per cent, responded to the questionnaire. State estimates are accurate since the total number of facilities in Texas were identified and sampled.

\* Agencies identified in this set are located in the Job Information Center's master directory, Sam Houston State University, Huntsville, Texas.

TABLE 6  
Total Number of Professionals by Sex  
Set #2 Agencies

Sex	# of Prof. Employees	% of Total Population
Male	44	66.67
Female	22	33.33
Total	66	100.00

The sex composition of this set closely parallels the figures on all personnel compared in this study. Almost 67 per cent are males and 33 per cent females.

TABLE 7

Total Number of Professionals by Race  
Set #2 Agencies

Race	# of Employees	% of Population
White	57	61.29
Black	6	4.44
Mexican/American	30	32.27
Total	93	100.00

Minority professionals constitute almost 37 per cent of this set's population, a figure almost 10 per cent greater when looking at the over-all minority population figure of 27 per cent.

TABLE 8

## Position Category Breakdown of Set #2 Agencies

Position Category	Number of Positions	Employees Per Categ	*1 Salary Range
Medical Clinical-Corrections	4	16	900-2333 (1350)
Direct Counseling-Corrections	10	21	500-1417 (818)
Non-Counseling-Corrections	--	--	-----
Pure Administration-Correc.	1	2	1050
Supportive-Corrections	3	4	500-1417 (861)
Supervisory-Corrections	1	1	750
Pure Administration-Other Ser	2	2	1583-2000 (1792)
Supportive-Other Services	7	10	625-917 (777)
Supervisory-Other Services	--	--	-----
Medical-Other Services	1	1	613
Functional-Other Services	3	13	700-833 (767)
Total	32	70	

Representing 42 positions having 70 employees, this set is most pronounced when viewing the positions mean salary figures. Although a small set representing only 5.72 per cent of the estimated statewide population, these professionals constitute a group of employees with very high mean salary levels.

\*1 Bracketed number is mean salary level of category positions

TABLE 9

Experience Required by Set #2  
Position Category

Category	% of Positions Requiring Exp.	% Requiring No Experience
Medical/Clinical-Correc.	50.00%	50.00%
Direct Counseling-Correc.	20.00%	80.00%
Non-Counseling-Corrections	-----	-----
Pure Administration-Correc	100.00%	-----
Supportive-Corrections	-----	100.00%
Supervisory-Corrections	-----	100.00%
Pure Administration-Other Services	100.00%	-----
Supportive-Other Services	100.00%	-----
Supervisory-Other Services	-----	-----
Medical-Other Services	100.00%	-----
Functional-Other Services	100.00%	-----

Five categories require some form of work experience in this set to 2 categories which require none.

TABLE 10

Educational Requirements of Set #2  
Positions by Categories

Category	High School (% of Pop)	Assoc. of Arts Deg.	BS/BS Degree	Graduate Degree
Medical/Clinical-Corrections	----	---	---	100.00%
Direct Counseling-Corrections	---	---	30.00	70.00%
Non-Counseling- Cor	---	---	---	---
Pure Admin.-Correc.	---	---	---	100.00%
Supportive-Correc.	---	---	66.67	33.33%
Supervisory-Correc.	---	---	100.00	---
Pure Admin.-Other Services	---	---	50.00	50.00%
Supportive-Other Ser	28.58	---	71.42	---
Supervisory-Other Services	---	---	---	---
Medical-Other Serv.	---	---	100.00	---
Functional-Other Ser	---	---	66.67	33.33%

Agencies within this set clearly provide that bachelors degree or better education is required for employment. Only the Supportive-Other Services category allowed for 29 per cent of their positions to require a high school diploma.



SET #3

This group of\*agencies consist of the following:

Local Adult and Juvenile Probation Departments

From one hundred and forty-two departments statewide, a sample of 23, or 16.20 per cent, completed the questionnaire. Statewide population estimates are accurate since the total number of departments were identified and sampled.

\* Agencies identified in this set are located in the Job Information Center's master directory, Sam Houston State University, Huntsville, Texas.

TABLE 11

Total Number of Professionals by Sex  
Set #3 Agencies

Sex	# of Prof. Employees	% of Total Population
Male	254	77.91
Female	72	22.09
Total	326	100.00

With 78 per cent of this set's population being male and 22 per cent female, it is noted that these agencies have hired a much higher ratio of males to females when compared with the total study population.

TABLE 12

Total Number of Professionals by Race  
Set #3 Agencies

Race	# of Employees	% of Population
White	241	74.15
Black	39	12.00
Mexican/American	45	13.85
Total	325	100.00

A majority of this set's population (74%) is White with 26 per cent being of a minority composition. The racial strata of this set closely parallels the study's total population. It can be noted that the Mexican/American population contrasts closely with the Black population, 14 per cent to 12 per cent. In all other sets the Spanish group is consistently greater in population percentage.

TABLE 13

## Position Category Breakdown of Set #3 Agencies

Position Category	Number of Positions	Employees Per Categ.	*1 Salary Range
Medical Clinical-Corrections	1	1	---
Direct Counseling-Corrections	30	317	300-833 (615)
Non-Counseling-Corrections	1	1	610
Pure Administration-Correc.	13	13	550-1584 (964)
Supportive-Corrections	11	14	602-1076 (820)
Supervisory-Corrections	6	10	610-917 (830)
Pure Administration-Other Ser.	1	1	1173
Supportive-Other Services	2	2	688
Supervisory-Other Services	1	8	400
Medical-Other Services	--	--	---
Functional-Other Services	--	--	---
Total	66	367	

Having sixty-six positions with 367 employees, this set constitutes 35.37 per cent of the estimate statewide population of local corrections/social service agencies. The Direct Counseling-Corrections category is obviously prevalent in this set while the Pure Administration-Corrections category constitutes the higher paid employees in this set.

\*1 Bracketed number is mean salary level of category positions

TABLE 14

Experience Required by Set #3  
Position Category

Category	% of Population Requiring Exp.	% Requiring No Experience
Medical/Clinical-Corrections	100.00%	-----
Direct Counseling-Correc.	50.00%	50.00%
Non-Counseling-Corrections	-----	100.00%
Pure Administration-Correc	84.62%	15.38%
Supportive-Corrections	54.55%	45.45%
Supervisory-Corrections	66.67%	33.33%
Pure Administration-Other Services	100.00%	-----
Supportive-Other Services	50.00%	50.00%
Supervisory-Other Services	-----	100.00%
Medical-Other Services	-----	-----
Functional-Other Services	-----	-----

All positions in the Medical/Clinical-Corrections and Pure Administration-Other Services categories require some full-time work experience. Non-Counseling-Corrections and Supervisory-Other Services positions do not.

TABLE 15

Educational Requirements of Set #3  
Positions by Categories

Category	High School (% of Pop)	Assoc of Arts Deg.	BS/BA Degree	Graduate Degree
Medical/Clinical-Corrections	---	---	---	100.00%
Direct Counseling-Corrections	14.70	8.82	76.47	---
Non-Counseling-Cor	---	---	100.00	---
Pure Admin.-Correc.	---	---	84.62	15.38
Supportive-Correc.	---	---	63.64	36.36
Supervisory-Correc.	---	---	100.00	---
Pure Admin.-Other Services	---	---	---	100.00
Supportive-Other Services	50.00	---	---	50.00
Supervisory-Other Services	100.00	---	---	---
Medical-Other Serv.	---	---	---	---
Functional-Other Services	---	---	---	---

Although most of the positions in this set require four years of college or more for employment, 3 categories allow for high school or the Associate of Arts degree as qualifying credentials.

SET #4

This group of\*agencies consist of the following:

Local Community Council and United Fund Agencies

From a sample of 54 agencies, 10 or 18.52 per cent answered the questionnaire. The exact number of agencies statewide is not available or known at this time.

\* Agencies identified in this set are located in the Job Information Center's master director, Sam Houston State University, Huntsville, Texas.

TABLE 16  
Total Number of Professionals by Sex  
Set #4 Agencies

Sex	# of Prof. Employees	% of Total Population
Male	43	40.95
Female	62	59.05
Total	105	100.00

A majority of females, almost 60 per cent highlights this set. Only two sets have this characteristic and is especially significant when compared to the total population male and female composition of 67 per cent and 33 per cent respectively.

TABLE 17

Total Number of Professionals by Race  
Set #4 Agencies

Race	# of Employees	% of Population
White	77	58.78
Black	14	10.69
Mexican/American	40	30.53
Total	131	100.00

This population shows a 42 per cent minority make-up while 58% are white. This is a 15 per cent minority increase when contrasted with the total populations (all sets) minority percentage of 27 per cent.

TABLE 18

## Position Category Breakdown of Set #4 Agencies

Position Category	Number of Positions	Employees Per Categ.	*1 Salary Range
Medical Clinical-Corrections	4	12	800-2333 (1336)
Direct Counseling-Corrections	4	78	750-3600 (1480)
Non-Counseling-Corrections	-	--	-----
Pure Administration-Correc.	6	6	800-1833 (1283)
Supportive-Corrections	6	12	500-1500 (935)
Supervisory-Corrections	3	11	583-1333 (944)
Pure Administration-Other Ser	-	--	-----
Supportive-Other Services	6	21	400-1000 (618)
Supervisory-Other Servc.	-	--	-----
Medical-Other Services	2	60	670-848 (759)
Functional-Other Services	2	45	-----
Total	33	245	

This set reflects thirty-three positions having two hundred forty five professional employees. The Direct-Counseling-Corrections, Medical-Other Services, and Functional-Other Services categories are most prevalent. It has been estimated that this group of agencies and their subsequent professional employees constitute 33.37 per cent of the statewide corrections/ social services personnel.

\* 1Bracketed number is mean salary level of position category.

TABLE 19

Experience Required by Set #4  
Position Category

Category	% of Positions Requiring Exp.	% Requiring No Experience
Medical/Clinical-Correction	25.00%	75.00%
Direct Counseling-Correc.	50.00%	50.00%
Non-Counseling-Corrections	---	---
Pure Administration-Correc.	50.00%	50.00%
Supportive-Corrections	66.67%	33.33%
Supervisory-Corrections	100.00%	---
Pure Administration-Other Services	---	---
Supportive-Other Services	80.00%	20.00%
Supervisory-Other Services	---	---
Medical-Other Services	---	100.00%
Functional-Other Services	50.00%	50.00%

Only 1 category, Supervisory-Corrections, requires experience for all positions while the Medical category positions did not require work experience. At this point it should be noted that there is a rather even distribution from category to category regarding experience and no experience position requirements.

TABLE 20

Educational Requirements of Set #4  
Positions by Categories

Category	High School (% of Pop)	Assoc. of Arts Deg.	BS/BA Degree	Graduate Degree
Medical/Clinical- Corrections	---	---	---	100.00%
Direct Counseling- Corrections	---	---	33.33	66.67%
Non-Counseling- Corrections	---	---	---	---
Pure Admin.-Correc.	---	---	33.33	66.67%
Supportive-Correc.	---	---	33.33	66.67%
Supervisory-Correc.	---	---	33.33	66.67%
Pure Admin.-Other Services	---	---	---	---
Supportive-Other Ser	20.00	20.00	40.00	20.00%
Supervisory-Other Services	---	---	---	---
Medical-Other Serv.	---	---	100.00	---
Functional-Other Ser	---	---	50.00	50.00%

All but one category display the bachelors degree and/or advanced graduate degree education as qualifications for professional employment within their agency.

SET #5

This group of\*agencies consists of the following:

Local Alcoholism Agencies

From 94 organizations statewide, a sample of 12 or 12.77 per cent completed the questionnaire. Since the total number of agencies were documented, estimates of professionals working in this set are accurate.

\* Agencies identified in this set are located in the Job Information Center's master directory, Sam Houston State University, Huntsville, Texas.

TABLE 21

Total Number of Professionals by Sex  
Set #5 Agencies

Sex	# of Prof. Employees	% of Total Population
Male	61	47.66
Female	67	52.34
Total	128	100.00

A majority of females, 52 per cent, can be noted within this population while 48 per cent are males. This is only one of two sets of professionals having a majority of females working in this field of endeavor.

TABLE 22

Total Number of Professionals by Race  
Set #5 Agencies

Race	# of Employees	% of Population
White	60	49.18
Black	9	7.38
Mexican/American	54	43.44
Total	122	100.00

An almost even composition of minority professionals and white employees is noted in this set. It is the only set of agencies noting people with a large Mexican/American composite.

TABLE 23

## Position Category Breakdown of Set #5 Agencies

Position Category	Number of Positions	Employees Per Categ.	*1 Salary Range
Medical Clinical-Corrections	6	14	1083-1506 (1204)
Direct Counseling-Corrections	9	21	517-1217 (674)
Non-Counseling-Corrections Pure Administration-Correc.	- 6	-- 6	----- 875-1500 (1134)
Supportive-Corrections	3	3	1000-1535 (845)
Supervisory-Corrections	10	12	600-810 (701)
Pure Administration-Other Ser. Supportive-Other Services	- 8	-- 8	----- 333-961 (754)
Supervisory-Other Services	3	9	600-1000 (800)
Medical-Other Services	3	6	719-833 (776)
Functional-Other Services	-	--	-----
Total	48	79	

Seventy-nine professional employees from 48 positions supports the contention that this set constitutes only 10.40 per cent of the estimated statewide corrections/social services professional manpower. The Medical Clinical-Corrections and Pure Administration-Corrections categories have exceptionally high mean salary levels.

\*1 Bracketed number is mean salary level of position category.



TABLE 24

Experience Required by Set #5  
Position Category

Category	% of Positions Requiring Exper.	% Requiring No Experience
Medical/Clinical-Correc.	66.67	33.33%
Direct Counseling-Correc.	66.67	33.33%
Non-Counseling-Corrections	---	-----
Pure Administration-Correc.	50.00	50.00%
Supportive-Correctionics	66.67	33.33%
Supervisory-Corrections	50.00	50.00%
Pure Administration-Other Services	---	-----
Supportive-Other Services	75.00	25.00%
Supervisory-Other Services	33.33	66.67%
Medical-Other Services	66.67	33.33%
Functional-Other Services	---	-----

Although more positions in almost every category requires some work experience, an examination of this table shows positions in all categories to have both work experience and no experience requirements.

TABLE 25

Educational Requirements of Set #5  
Positions by Categories

Category	High School (% of Pop.)	Assoc. of Arts Deg.	BS/BA Degree	Graduate Degree
Medical/Clinical- Corrections	--	--	--	100.00%
Direct Counseling- Corrections	11.11	11.11	44.44	33.34%
Non-Counseling-Cor.	--	--	--	-----
Pure Administration- Corrections	33.32	--	33.34	33.34%
Supportive-Correc.	--	--	100.00	-----
Supervisory-Correc.	20.00	20.00	60.00	-----
Pure Admin.-Other Ser	--	--	--	-----
Supportive-Other Ser	37.50	12.50	60.00	-----
Supervisory-Other Ser	33.33	--	66.67	-----
Medical-Other Serv.	--	--	100.00	-----
Functional-Other Ser.	--	--	--	-----

Although more positions require a bachelors degree or better in this set, 5 categories do allow high school diplomas and Associate of Arts degrees as qualifying educational credentials for employment in their organization.

ALL SETS\*

This information consists of all data taken from the five sets preceding this analysis. From four hundred and eight agencies sampled and 63 questionnaire responses, the data provides insight into local corrections/social services agencies on a statewide composite basis.

\* Agencies identified in this set are located in the Job Information Center's master directory, Sam Houston State University, Huntsville, Texas.

TABLE 26

Total Number of Professionals by Sex  
All Sets

Sex	# of Prof. Employees	% of Total Population
Male	475	66.62
Female	238	33.38
Total	* 713	100.00

From sixty-three agencies reporting, over sixty-five (65) per cent of all professionals documented in this study were males. The female sex comprises one third of the total population surveyed. This may be contrasted with the 1970 census which noted that sixty-three (63) per cent of the labor force in Texas was male with thirty-seven (37) per cent being female.

\* Throughout this set of data the total number of professional employees in the field will change. This is due to the inconsistencies in filling out the questionnaires by the agency participants.

TABLE 27

Total Number of Professionals by Race  
By All Sets

Race	# of Employees	% of Population
White	509	72.82
Black	77	11.02
Mexican/American	113	16.16
Total	* 699	100.00

The data shows almost seventy-three (73) per cent of the population sampled to be caucasian. However, over one-fourth of the professionals documented by this study were black (11%) and Mexican/American (16%) minorities. For comparative purposes the 1970 Census reported the states population to be approximately 13 per cent black, 18 per cent Spanish (Mexican/American) and 69 per cent white.

\* Throughout this set of data the total number of professional employees in the field will change. This is due to the inconsistencies in filling out the questionnaires by the agency participants.

TABLE 28

## Position Category Breakdown of All Agencies

Position Category	Number of Positions	Employees Per Categ.	*1 Salary Range
Medical Clinical-Corrections	17	47	800-2333 (1252)
Direct Counseling-Corrections	65	478	300-3600 (729)
Non-Counseling-Corrections	2	16	567-610 (586)
Pure Admin.-Corrections	30	30	550-1833 (1074)
Supportive-Corrections	25	35	500-1535 (927)
Supervisory-Corrections	26	44	583-1700 (785)
Pure Admin.-Other Services	4	12	667-2000 (1355)
Supportive-Other Services	27	45	333-1000 (730)
Supervisory-Other Services	5	27	400-1000 (605)
Medical-Other Services	6	67	613-848 (737)
Functional-Other Services	7	80	524-833 (664)
TOTAL	214	* 881	

This data reflects that sixty-three agencies accounted for 214 positions and 934 professional employees within this study of local corrections/social service delivery agencies. The majority of personnel is found in the Direct Counseling-Corrections category with the higher mean salaries found in categories Medical Clinical-Corrections, Pure Administration-Corrections, and Pure Administration-Other Services.

\* Throughout this set of data the total number of professional employees in the field will change. This is due to the inconsistencies in filling out the questionnaires by the agency participants.

TABLE 29

## Required Experience by Category by All Sets

Category	% of Positions Requiring Exper.	% Requiring No Experience
Medical Clinical-Correc.	58.83	41.17%
Direct Counseling-Correc.	96.93	3.07%
Non-Counseling-Corrections	50.00	50.00%
Pure Administration-Correc.	96.67	3.33%
Supportive-Corrections	52.00	48.00%
Supervisory-Corrections	53.85	46.15%
Pure Administration-Other Services	75.00	25.00%
Supportive-Other Services	96.29	3.71%
Supervisory-Other Services	20.00	80.00%
Medical-Other Services	50.00	50.00%
Functional-Other Services	28.58	71.42%

This table notes that with the exception of categories, Supervisory-Other Services and Functional-Other Services, 50 per cent or more of the positions recorded in this study required some type of full-time work experience.

TABLE 30

## Educational Requirements by Categories-All Sets

Position Category	High School (% of Pop)	Assoc. of Arts Deg.	BS/BA Degree	Graduate Degree
Medical Clinical-Corrections	--	--	--	100.00
Direct Counseling-Corrections	9.68	6.45	62.90	20.97
Non-Counseling-Cor	--	50.00	50.00	-----
Pure Admin.-Correc.	3.45	3.45	55.17	37.93
Supportive-Correc.	--	--	60.00	40.00
Supervisory-Correc.	7.69	7.69	65.38	19.24
Pure Admin.-Other Services	--	--	50.00	50.00
Supportive-Other Services	23.08	15.38	50.00	11.54
Supervisory-Other Services	--	60.00	40.00	-----
Medical-Other Ser.	--	--	100.00	-----
Functional-Other Services	--	--	71.42	28.58

This table graphically displays the fact that almost all category positions require at least a bachelors degree to enter the Corrections/social service delivery profession. Also, it can be noted that advanced degree credentials are the next most important when entering this field.

TABLE 31

## Recruitment Process Used by All Agencies

Method of Recruitment	Least Used (By % of Population)	Commonly Used
Newspaper	66.67	33.33
Professional Journals	74.29	25.71
Private Employment Agencies	62.86	37.14
Civil Service	81.25	18.74
University Placement Offcs.	32.43	67.57
Specific University Dept.	42.43	57.57
Unsolicited Applicants	46.51	53.49
Personal Communications	19.57	80.43

Over 50 per cent of all agencies use University Placement Offices, Specific University Department, Unsolicited Applicants and/or Personal Communications when seeking professionals to fill vacancies within their agencies. The most prominent method is the Personal Communications or "word of mouth" useage.

TABLE 32

## Minority Needs of All Agencies

Minority Category	Yes (% of Response)	No
Black Males	20.41	79.59
Black Females	12.00	88.00
Spanish Males	21.28	78.72
Spanish Females	23.40	76.60
White Females	4.26	95.74

Data within the study notes that the sixty-three agencies sampled do not feel that their agency is in need of additional minority professionals. Spanish Females, Spanish Males and Black Males were noted to be in more demand than White Females or Black Females but over-all their demand is most negligible.

TABLE 33  
 Estimated Number of Professionals Statewide By Set\* For  
 Local Correctional/Social Service Agency Positions

Category Title	Set #1	Set 2	Set 3	Set 4	Set 5	Total by Category
	(per 62 ag)	(state wide)	(state wide)	(per 54 agencies)	(state-wide)	
Medical/Clinical-Corrections	27	70	5	88	96	286
Direct Counseling-Corrections	277	92	1640	570	143	2722
Non-Counseling-Cor.	101	-	5	-	-	106
Pure Admin.-Correc.	20	9	67	44	41	181
Supportive-Correc.	14	18	72	88	20	212
Supervisory-Correc.	68	4	52	80	82	286
Pure Admin.-Other Services	61	9	5	-	-	75
Supportive-Other Ser	27	44	10	153	74	308
Supervisory-Other Services	68	-	41	-	61	170
Medical-Other Serv.	-	4	-	438	41	483
Functional-Other Services	149	57	-	329	-	535
<b>Total by Set</b>	<b>812</b>	<b>307</b>	<b>1897</b>	<b>1790</b>	<b>558</b>	<b>5364</b>

SECTION IV

Correctional Manpower of Federal Agencies in Texas

\* It is noted that for Sets 1 and 4 the figures reported are per 62 and 54 agencies respectively. This was necessary because the total number of agencies of this type in the State was not known. However, upon ascertaining this information, dividing by 62 (or 54) and multiplying by the entered figures, future research could produce the respective set totals.

For Sets 2, 3 and 5 the figures are actual estimates. This is because we were able to ascertain the total number of agencies, statewide, in these sets.

Section Purpose

This section covers the following federal agencies in Texas:

Federal Bureau of Prisons  
Federal Probation/Parole Offices

The next part of this study will provide the reader with a fundamental understanding of these two (2) agencies and will document the necessary data regarding professional entry level positions within each.

FEDERAL BUREAU OF PRISONS  
101 Indiana Avenue, N.W.  
Washington, D.C. 20537

Contact Address.

Region VI Headquarters  
3883 Turtle Creek  
Dallas, Texas 77219

(214) 749-1112

Agency Responsibilities. \*The Bureau of Prisons, created by the Act of May 14, 1930, consists of 27 major institutions providing custody and correctional programs for approximately 21,000 Federal inmates. These inmates constitute about 5 percent of the total offenders confined in the United States. The primary goals of the Bureau of Prisons are: to provide a level of inmate supervision consistent with human dignity, one that will protect the community, provide maximum safety for inmates and staff, and carry out the judgements of the U.S. courts; to increase significantly the number of federal offenders achieving successful post-release adjustments; and to increase program alternatives for those offenders who do not require traditional confinement.

Sub-Agencies. (Facilities in Texas).

Federal Correctional Institution, La Tuna, Texas 88021  
Federal Correctional Institution, Seagoville, Texas 75159  
Federal Correctional Institution, Texarkana, Texas 75502  
Federal Correctional Institution, Fort Worth, Texas 76119

\*Source. Federal Career Director, 1973. United States Civil Service Commission. Washington, D.C. 1973.

Position Title Correctional Officer

Federal Pay Scale \$8,977-11,668 Federal Class No. GS-6

Position is (X) Entry level  
( ) Not entry level

JOB DESCRIPTION.

A Correctional Officer enforces the rules and regulations of a correctional institution and the confinement, safety, health, and protection of inmates. This may, at times, require arduous physical exertion in the subduing of recalcitrant inmates who may be armed. Also, the officer supervises the work assignments of inmates, counsels inmates on personal and family goals and problems, and may be a member of a treatment team working to change the behavior of the individual offenders.

EDUCATION REQUIREMENTS. To become a correctional officer you must show that you have had a minimum of three and one half years of qualifying experience. Two years of successfully completed study in a resident school above high school level may be substituted for two years of general experience; successful completion of a full four-year course of college study may be substituted for three years of general experience; or one full semester of graduate study in correctional administration, criminology, penology, sociology, or social work may be (See next page)

<u>Location(s) of Position</u>	<u>Approximate Number of Positions in Agency</u>
1. Federal Correctional Institution, Texarkana	( 80 )
2. Federal Correctional Institution, Seagoville	( 70 )
3. Federal Correctional Institution, Ft. Worth	( 100 )
4. Federal Correctional Institution, La Tuna	( 85 )
5.	( )
6.	( )

Approximate Number of Positions in State

335

CORRECTIONAL OFFICER-CONTINUED

EDUCATION REQUIREMENTS:

substituted for six months of general experience and is fully qualifying for the entry-level position.



Position Title Correctional Treatment Specialist

Federal Pay Scale \$12,167-15,821 Federal Class No. GS-9

Position is (x) Entry level  
( ) Not entry level

JOB DESCRIPTION.

Correctional Treatment Specialists are assigned to a wide variety of correctional institutions, including major penitentiaries, juvenile and youth offender institutions, narcotic rehabilitation units, correctional facilities for women, medical centers and community treatment centers. They work with the Bureau of Prisons, D. C. Department of Corrections and the U. S. Parole Board. The work consists of intra institutional and community contacts designed to aid in correcting offenders. They must deal with many types of offenders, including first commitments, mentally and emotionally ill, major custody risks, sex offenders and notorious criminals. Correctional treatment specialists are continually called upon to involve the community in the treatment process and to counsel state and local governments on treatment policies.

EDUCATION REQUIREMENTS.

A bachelor's degree from an accredited college or university which has included or been supplemented by twenty-four semester hours of course work in the social sciences. In addition the following criteria must be met: GS-9 Two years of appropriate professional experience; or a masters or equivalent degree; or two full academic years of graduate study; GS-11 Three years of appropriate professional experience; or completion of all

Location(s) of Position	Approximate Number of Positions in Agency
1. FCI, LaTuna, Texas	( 8 )
2. FCI, Seagoville, Texas	( 6 )
3. FCI, Texarkana, Texas	( 8 )
4. FCI, Fort Worth, Texas	(10 )
5.	( )
6.	( )
	Approximate Number of Positions in State

CORRECTIONAL TREATMENT SPECIALIST

EDUCATION REQUIREMENTS:

requirements for a doctoral degree (Ph.D. or equivalent); or three full academic years of graduate study; GS-12 Three years of appropriate professional experience. Also, all candidates will be subject to a thorough physical examination.

FEDERAL PROBATION OFFICES  
IN TEXAS

Contact Address. See addresses of sub-agencies below

Agency Responsibilities. \*The central goal of the Federal Probation System is to enhance the safety of the community by reducing the incidence of criminal acts by persons previously convicted. The goal is achieved through the counseling, guidance, assistance, surveillance and restraint of offenders to enable their reintegration into society as law abiding and productive members.

Sub-Agencies. (Offices in Texas)

Northern District Court, U. S. Probation Office  
Room 436, U. S. Court House,  
Dallas, Texas 75221

Eastern District Court, U. S. Probation Office  
Room 266, Federal Building  
Beaumont, Texas 77704

Southern District Court, U. S. Probation Office  
Room 10020, U. S. Court House  
Houston, Texas 77061

Western District Court, U. S. Probation Office  
Room 242, U. S. Court House  
El Paso, Texas 79941

\*Source. An Introduction to Federal Probation: The Federal Judicial Center. Washington, D. C. January, 1973.

Position Title Federal Probation Officer-Assistant

Federal Pay Scale \$12,167-15,821 Federal Class No. JSP-9

Position is (X) Entry level

( ) Not entry level

JOB DESCRIPTION.

A probation officer develops and maintains an understanding of the probation office function, purpose, policy, and procedures. He or she is required to supervise a selected caseload of offenders; keeps informed of community resources and their usefulness to those under supervision; performs investigative tasks as assigned; reports to his supervisor on the progress of persons under supervision and maintains case records and other records required by the agency.

EDUCATION REQUIREMENTS.

The minimum qualifications are a bachelors degree and at least two years professional experience in work for the welfare of others; advanced degrees are strongly recommended.

<u>Location(s) of Position</u>	<u>Approximate Number of Positions in Agency</u>
<sup>1</sup> Federal Probation Office (FPO), El Paso	( 25 )
<sup>2</sup> Federal Probation Office, Dallas	( 23 )
<sup>3</sup> Federal Probation Office, Beaumont	( 5 )
<sup>4</sup> Federal Probation Office, Houston	( 25 )
<sup>5</sup>	( )
<sup>6</sup>	( )
	Approximate Number of Positions in State

CORRECTIONS/SOCIAL REHABILITATION MANPOWER QUESTIONNAIRE

I. TOTAL MANPOWER DESCRIPTION

1. What is the total number of professionals (degree holders by job specification or equivalent experience) in your department/office?

Please break down according to:

(total number) Sex: Male Professionals \_\_\_\_\_ (number)  
 Female Professionals \_\_\_\_\_ (number)  
 Race: Professionals (white) \_\_\_\_\_ (number)  
 Professionals (black) \_\_\_\_\_ (number)  
 Professionals (Mexican-American) \_\_\_\_\_ (number)

II. PROFESSIONAL SOCIAL SERVICES

1. By evaluating your department/office job specifications and hiring practices for positions that require social service expertise, list the position title, number of positions, number of years professional experience required or degree requirements, minimum starting salary and projected new positions budgeted for 1974-75 fiscal year. (Attach job descriptions when possible).

Position Titles	No. of Positions	Prof. Exp. or Educ. Requirements	Min. Salary	New Positions Next Year (No.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPENDIX

2. From the positions listed by you above, which two (2) positions have the highest turnover rate?

Position 1 Title of Position \_\_\_\_\_  
 Estimated turnover rate/year \_\_\_\_\_ 10% \_\_\_\_\_ 20% \_\_\_\_\_ 30%  
 \_\_\_\_\_ 40% \_\_\_\_\_ Other

Position 2 Title of Position \_\_\_\_\_  
 Estimated turnover rate/year \_\_\_\_\_ 10% \_\_\_\_\_ 20% \_\_\_\_\_ 30%  
 \_\_\_\_\_ 40% \_\_\_\_\_ Other

3. From the positions listed by you above, what are the two most difficult positions to fill? (Please omit physicians from consideration).

Most difficult position to fill \_\_\_\_\_

Next most difficult position to fill \_\_\_\_\_

III. PROFESSIONAL OTHER SERVICES

1. By evaluating your department/office job specifications and hiring practices, provide information on professional positions in your agency which are necessary but do not require social service expertise. (Examples: teachers, accountants, business managers, agriculture experts, engineers, etc).

Position Titles	No. of Positions	Prof. Exp. or Educ. Requirements	Min. Salary	No of New Positions 1974
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. From the positions listed by you above, which two (2) positions have the highest turnover rate?

Position 1 Title of Position \_\_\_\_\_

Estimated turnover rate \_\_\_\_\_ 10% \_\_\_\_\_ 20% \_\_\_\_\_ 30%  
 \_\_\_\_\_ 40% \_\_\_\_\_ Other

Position 2 Title of Position \_\_\_\_\_

\_\_\_\_\_ 10% \_\_\_\_\_ 20% \_\_\_\_\_ 30%  
 \_\_\_\_\_ 40% \_\_\_\_\_ Other

3. From the positions listed by you above, what are the two most difficult positions to fill? (Please omit physicians from consideration).

Most difficult position to fill \_\_\_\_\_

Next most difficult position to fill \_\_\_\_\_

IV. MANPOWER NEEDS (MINORITY)

1. Is there urgent need in your department/office to hire more of the following minority groups in the professional sector of your organization?

Yes	No	Type of Personnel	Yes	No	Type of Personnel
_____	_____	Black males	_____	_____	Spanish females
_____	_____	Black females	_____	_____	White females
_____	_____	Spanish males			

V. RECRUITMENT PROCEDURES

Below are listed common methods of recruiting professional personnel. Rank each method, according to your department/office usage, by the scale:

- 1 = least used
- 2 = commonly used
- 3 = most used

- \_\_\_\_\_ Newspaper
- \_\_\_\_\_ Professional journals and/or prof. newsletter publications
- \_\_\_\_\_ Private employment agencies (not including civil service)
- \_\_\_\_\_ Civil Service
- \_\_\_\_\_ University placement offices
- \_\_\_\_\_ Specific university dept. contacts
- \_\_\_\_\_ Depend on unsolicited applicants-[walk-ins]
- \_\_\_\_\_ Personal communications (private conversations or contact)
- \_\_\_\_\_ Other (SPECIFY)

VI. SPECIAL EMPLOYMENT NEEDS

In this section, interest is centered on the specific types of professional qualifications your department/office will need over the next two years. Rank the following categories of educational background by the scale:

- 1 = few openings
- 2 = some openings
- 3 = major demand

Educational Category	Level of Degree to be Ranked		
	Bachelors	Masters	Doctorate
Social Rehabilitation	_____	_____	_____
Social Welfare	_____	_____	_____
Psychology	_____	_____	_____
Sociology	_____	_____	_____
Criminology & Corrections	_____	_____	_____
Public Administration	_____	_____	_____
Other _____ (specify)	_____	_____	_____

**END**