

STATE CLASSIFICATION JOB DESCRIPTION

Salary Group B26

Class No. 1671

PROGRAM MANAGEMENT SPECIALIST II

\$76,530 - \$100,000

Full-time: 40 Hours per Week

Austin, Texas

GENERAL DESCRIPTION

The Texas Judicial Commission on Mental Health coordinates cross-system partners, provides specialized judicial and attorney education, and develops practical guidance to support consistent court practices across the state, improving the administration of justice for Texans with mental health needs, substance use disorders, or intellectual and developmental disabilities. The JCMH Program Management Specialist manages projects, including the Court Liaison Pilot Program and the Annual Judicial Summit on Mental Health, and provides support to JCMH attorneys across meetings, initiatives, and publications.

Job Responsibilities

- Manage the Court Liaison Pilot Program in five Texas counties.
- Plan the Annual Judicial Summits on Mental Health.
- Support JCMH meetings, projects, and publications.

Knowledge, Skills, and Abilities

- Knowledge of best practices and common issues at the intersection of mental health and the judicial system.
- Excellent writing, project management, and data analysis skills including creating methods to track data, measure performance, and evaluate outcomes.
- Ability to travel at least 20%.

Experience and Education

The program management specialist must have a minimum of 5 years of experience engaging with the Texas criminal courts, civil commitment courts, or Texas service delivery system for mental health such as a local mental health authority or other provider.

How to Apply:

Send a cover letter, State of Texas employment application, and resume via electronic mail to JCMH.Applications@txcourts.gov. If necessary, an alternative way to receive the materials can be arranged.

A State of Texas employment application can be accessed [here](#).

The Supreme Court of Texas is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by state or federal law.

Military Crosswalk:

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to

this position: 27A, 250X, 4402, 51JX, LGL10, [Additional Military Crosswalk information can be accessed here.](#)