

Job Posting

Department: 25 - Probation & Parole
Organization: 257200 - Altoona District Office
Job Code/Title: 461302 - Probation and Parole District Director 1

Position Number: 67967

**Announcement
Number:** 2015-334

County: Blair

Work Location: 1304 7TH STREET, REAR,
ALTOONA, PA 16601

Type of Job: Civil Service

Union: No Union Representation (Not subject to provisions of a union agreement.)

Bargaining Unit: G3

Seniority Unit:

Type Position: Permanent / Full Time

Salary Range: \$58,719 - \$89,213

Pay Schedule / Range: MA / MA09

Posting Length: 15 days

Posting Dates: 8/21/2015 - 9/4/2015

Contact Number: (717)787-5699 ext:1349 or mdelatorre@pa.gov

Information: Work hours for this position are 8:30 to 5:00.

This is a 37.5 hour work week.

New employees to the Board or current employees not previously fingerprinted during PBPP employment will be fingerprinted during the hiring process.

This position is eligible for retirement benefits at age 60 or 65.

Description of Duties: This is managerial and quasi-judicial probation and parole work as the head of a district office in the Commonwealth's Probation and Parole System. An employee in this class manages and directs the total operation and employees of a district, subject only to Board and Commonwealth policy guidance. The work of this class involves directing and reviewing the work of subordinate supervisory, professional and non-professional employees; managing a comprehensive program of probation and parole supervision which includes directing policies and procedures in accordance with applicable law, policy and program direction of the agency to staff, other federal, state and local agencies, law enforcement personnel, prison wardens, members of the judiciary, employees of the court system, and interested members of the community. This work is performed within a broad framework of laws, regulations and policies, and is subject only to final review by the Regional Director through conferences, periodic reports and special meetings.

The work of this class involves the management of a professional staff engaged in two major interrelated functions and, an administrative support function; it involves continuous evaluation of employee performance, the development of employee abilities through in-service training, and the evaluation of the staff development program to assure consistency with training needs. The District Director manages and directs resources to accomplish district parole program goals. An important function of this position is the quasi-judicial work as a surrogate of the Board in the adjudication of parole hearings, the conduct of parole release hearings, and in rendering recommendations and determinations in accordance with the laws and policies governing the disposition of such cases. The work involves the review of summarizations, institutional parole recommendations, classification summaries, psychological and psychiatric reports, and inmate interviews; recommending, on the basis of the analysis of complex behavioral patterns, whether or not an inmate should be released on parole; reviewing arrest and violation reports to determine the continuation or revocation of parole, subject to final review by the Board; and making definitive judicial findings involving probable cause at preliminary hearings. The District Director is responsible for the final review and approval of orders to detain parole violators in prison. The District Director recommends actions to the Board concerning interstate probation and parole cases. This work includes responsibility for making decisions pending official action by the other state for cases, which are convicted in the Commonwealth, and for making final decisions regarding the acceptance of cases, which are under the jurisdiction of another States' Board for supervision in the district. Both of these decision-making processes involve consideration of matters such as the return of parolees to custody in cases of arrest of parole violators, or the approval of parole plans.

A full position description can be provided upon request.

- Essential Functions:**
1. Administer Agency Policies & Procedures
 2. Supervise line, clerical & support staff
 3. Administer EPR System w/in the District
 4. Issue Detainers & control Warrants
 5. Effectively communicate verbal/writing
 6. Motivate, train & monitor staff
 7. Analyze/Make complex decisions
 8. Manage offender arrests
 9. Conduct complex investigations w/OVR
 10. Conduct interviews & recommend staff

Last Date Job Applications Will Be Accepted: Friday, September 4, 2015

THIS IS A MANAGEMENT POSITION

Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: One year as a Parole Supervisor
or
Four years of experience in probation or parole work, including one year in a supervisory capacity, and a bachelor's degree
or
Any equivalent combination of experience and training which included one year of supervisory experience in probation or parole
2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

Eligibility - Competitive Promotion Without Examination Only

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
 - o Parole Supervisor

Applications will also be considered from Commonwealth employees in pay range 8 job titles for which there is a logical occupational, functional or career development relationship to the posting. All applicants must meet the minimum experience and training requirements.

Selection Criteria

2. Minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet standards.
4. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 9/4/2015.

Application Instructions

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: (717)787-5699.

This section is issued for compliance with [Management Directive 580.19, Promotion in the Classified Service without Examination.](#)

How to apply - all candidates:

The following materials must be mailed and postmarked on or before Friday, September 4, 2015:

1. Completed [Civil Service Application](#) (0.40 MB)
2. Most Recent Employee Performance Review
3. [PBPP Bid Form](#)
4. For Voluntary Demotion Candidates - A memo/letter indicating you will accept the appropriate reduction in salary.

Failure to comply with the application requirements will eliminate you from consideration for this position.

The required documents must be received by or U.S. postmarked by the close of business on the closing date of this posting. Applicants using the interoffice mail system must allow sufficient time to be received by the closing date. Late applications will not be accepted.

If interested in applying by mail, please send above specified materials to:

**Board of Probation and Parole
Bureau of Human Resources
1101 South Front Street, Suite 5600
Harrisburg, PA 17104-2522**

APPLICATIONS MAY BE FAXED TO (717) 772-4185.

Individuals who wish to request an accommodation may contact the Disability Services Coordinator at (717) 787-6897.

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