

# Job Posting

**Department:** 25 - Probation & Parole  
**Organization:** 252210 - Employee Services Division  
**Job Code/Title:** 50210 - Human Resource Analyst 2  
(General) - RE-POST

**Position Number:** 104897

**Announcement  
Number:** 2015-320

**County:** Dauphin

**Work Location:** 1101 South Front Street  
Suite 5600  
Harrisburg, PA 17104

**Type of Job:** Civil Service

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

**Bargaining Unit:** A3

**Seniority Unit:**

**Type Position:** Permanent / Full Time

**Salary Range:** \$45,066 - \$68,519

**Pay Schedule / Range:** MA / MA07

**Posting Length:** 10 days

**Posting Dates:** 8/11/2015 - 8/20/2015

**Contact Number:** (717)787-5699 ext:1241 or [dieline@pa.gov](mailto:dieline@pa.gov)

**Information:** This is a re-post. Previous bidders need not re-apply.

Free Parking is available.

Core work hours for the Board are 8:30 a.m. to 4:45 p.m.  
Work hours for this position may be flexible and will be  
based on operational need.

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.

**Description of Duties:** Serves as the PA Board of Probation and Parole's Equal  
Employment Opportunity Representative and Heart & Lung

Act-Workers' Compensation Representative.

#### EQUAL EMPLOYMENT OPPORTUNITY

Assists the Division Chief in the development, implementation, and management of the Board's Equal Employment Opportunity Program.

Submits recommendations to the Division Chief regarding policy statements, guidelines, criteria, measurements, and communications for staff and field operations.

Conducts meetings and training sessions, works with management employees to appraise effectiveness of the program; conducts periodic audits to assess overall objectives.

Monitors progress in achieving established goals, reviews recruitment efforts, assists in achieving resolution where problem areas have been identified, and submits progress reports to the Bureau of Equal Employment Opportunity.

Counsels employees of their employment rights; provides pre-filing counseling and advice regarding available procedures when all intra-agency administrative procedures have been exhausted.

Attends community conferences, workshops, and training sessions to ensure sufficient involvement in awareness of those social problems in the community that have resulted in inequitable utilization of minorities, women, and persons who have a mental or physical disability.

Reviews each Equal Employment Review Certificate (EERC) to monitor the Board's compliance with the Equal Employment Opportunity Program.

Investigates grievances or complaints, which allege discrimination and works toward resolution through an appropriate action plan or management review.

Consults with the Division Chief and the Board's Office of Chief Counsel to discuss or assist with pending complaints of discrimination and represents and serves the Board as its technical expert on EEO at hearings, and testify at such hearings.

#### HEART AND LUNG - WORKERS COMPENSATION PROGRAM

Responsible for ensuring compliance with the PA Workers' Compensation Law, regulations and case law, the Commonwealth's Work-Related Injury Leave Program, the Heart and Lung Act (HLA), and all other applicable laws, policies and procedures.

Reviews and investigates all HLA eligible employee work-related injury claims according to Commonwealth/Board policy and procedures and acts as liaison between the Third Party Administrator (TPA) and the Board.

Ensures timeliness of receipt of reports, reviews for accuracy and completeness, and initiates corrective action as required.

Ensures prompt receipt of benefits by claimants and generates timely correspondence to employees, physicians, supervisors, TPA and/or attorneys. Enters absences and actions in SAP according to Commonwealth/Board policy and procedures.

Monitors HLA claims to determine if HLA benefits are no longer appropriate. Notifies employees of changes in HLA benefit status.

Works closely with the TPA to develop case strategies for returning employees to work or closing claims. This includes approving independent medical examinations, utilization reviews, impairment rating evaluations, vocational rehabilitation, surveillance, and other strategies for resolving cases. Investigates reports of fraud.

Monitors HLA appeals; and coordinates and schedules HLA hearings. Serves as the HLA Docket Clerk.

On claims that result in litigation, works closely with the attorney representing the Commonwealth to provide strategies, arranges for witness testimony, prepares witnesses, and provides evidence for use during the hearing. As needed, attends hearings to assist the attorney during the hearing. Provides expert witness testimony as needed.

Prepares and recommends settlement proposals to the Division Chief. Participates in mediations to settle cases and reduce costs of litigation when needed.

Interprets and implements Workers' Compensation Judges' or Heart and Lung Hearing Examiners' decisions by adjusting absence records based on the decision. This may involve retroactive transactions and explanation of the

effects on leave benefits with employees and attorneys representing the Commonwealth or the employee. Recommends appealing decisions, taking into consideration the chances of success and costs of such appeal.

Reviews monthly financial reports and monthly billing statements. Schedules and participates in claim reviews with the TPA to review strategies for closing claims or reducing costs. Reviews quarterly usage and cost reports by organization.

Recommends changes to panels of medical care providers as needed when providers are uncooperative or are not providing appropriate care to injured employees.

Conducts meetings and trainings, as appropriate.

Resolves claim payment problems with claimants, the TPA, Comptroller, etc.

#### MODIFIED DUTY

Coordinates, negotiates, and resolves an employee's return to work from work-related injuries to modified duty. Works with supervisors/managers, TPA, physicians, and appropriate attorneys to ensure assignments are in compliance with necessary accommodations as directed by the physician.

#### OTHER

Serves as back-up to the Board's State Employee Assistance Program Coordinator.

Schedules and attends required training each fiscal year.

Performs other related duties as assigned.

- Essential Functions:**
1. Understands and follows oral and written instructions.
  2. Analyzes and interprets policies, regulations, and standards.
  3. Communicates clearly and effectively, both orally and in writing.
  4. Conducts investigations/assessments.
  5. Prepares for and conducts meetings and trainings.
  6. Gathers and analyzes data.
  7. Maintains effective working relationships.
  8. Travels, including overnight when required.

9. Uses a computer and software applications.
10. Works at any other facility as needed/requested.

Last Date Job Applications Will Be Accepted: **Thursday, August 20, 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 Human Resource Analyst 1 including six months in the area of the parenthetical;  
or  
One year of experience in the performance of professional human resource duties, including six months of experience in the area of the parenthetical; and a bachelor's degree;  
or  
An equivalent combination of experience and training.
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:
  - Human Resource Analyst 1 (general)

**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 8/20/2015.

### **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 **Thursday, August 20, 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.

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.

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



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

**PA Board of Probation and Parole**

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

**REQUIRED DOCUMENTS MAY BE FAXED TO: (717) 772-4185**

**Individuals who wish to request an accommodation may contact the  
Disability Services Coordinator at (717) 787-5699, x1325.**

**The Commonwealth of PA is proud to be an equal opportunity employer  
supporting workforce diversity.**

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