

Job Posting

Department: 25 - Probation & Parole
Organization: 259100 - Bur of Standards & Accreditation
Job Code/Title: 470502 - Parole Manager 2
Position Number: 233579
Announcement Number: 2015-151
County: Dauphin
Work Location: Central Office
1101 South Front Street
Harrisburg, PA 17104
Type of Job: Civil Service
Union: No Union Representation (Not subject to provisions of a union agreement.)
Bargaining Unit: G3
Seniority Unit: Headquarters
Type Position: Permanent / Full Time
Salary Range: \$58,719 - \$89,213
Pay Schedule / Range: MA / MA09
Posting Length: 15 days
Posting Dates: 8/27/2015 - 9/10/2015
Contact Number: (717)787-5699 ext:1346 or ashlgruber@pa.gov
Information: Core work hours for the Board are 8:30am to 4:45pm. Work hours for this position will be based on operational need.

This is a 37.5 hour work week position.

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.

Applicants must also be able to attain and maintain JNET Criminal History access.

Free parking is available.

Occasional Commonwealth travel is required.

Description of Duties: Directs Parole Auditor Supervisors, Parole Auditors and Parole Manager(s) in the conduct of annual staff inspection visits for parole supervision units in reference to the Agency Manual of Operations, national accreditation standards, and applicable statutes. Ensures the timely completion of audit reports and reviews completed reports ensuring compliance with Board policy. Submits completed reports along with memorandum describing results to the Director, Bureau of Standards and Accreditation for review. Make recommendations to the Director on methods to improve the process. Develops and manages the fiscal year audit calendar, ensuring that auditors complete assigned audits in a timely manner and ensuring that the parole supervision staff completes required corrective action reports in a timely manner. Conducts when necessary, on-site visits with auditors during the conduct of a staff inspection visit.

Directs Parole Auditor Supervisors, Parole Auditors and Parole Manager(s) in all phases of the pardon board process. This process includes but is not limited to: assignment of pardon board investigations, monitoring the conduct of the investigation, ensuring staff is fully trained in the pardon board investigations process and ensuring that staff complete pardon board investigations within specified time frames. This position coordinates when necessary with the Board of Pardons staff regarding any issues / questions regarding the conduct of an investigation. Ensures that the Bureau's pardon board database and the agency's investigation database is updated timely and accurately by Bureau staff.

Directs Parole Auditor Supervisors, Parole Auditors and Parole Manager(s) in the pre-sentence investigation (PSI) process. This process includes but is not limited to:

- Monitoring the PSI process for the Mercer and Venango County Courts of Common Pleas, working closely with Probation Services regarding the assignment of PSIs to Bureau staff, ensuring staff is fully trained in the PSI process and ensuring that staff complete PSIs within specified time frames.
- Coordinates when necessary with the Court of Common Pleas and/or Probation Services regarding any issues / questions regarding the conduct of an investigation.

- Conducts quarterly staff visits to review and discuss PSI processes.
- Ensures that open investigations database is updated as required and those investigations are timely.

Assists the Board's Accreditation Manager (Director, Bureau of Standards and Accreditation), with the oversight and management of the accreditation process, mandated by the national accreditation association. Responsible for the identification, timely receipt of required documentation and overall maintenance of the accreditation process in support of national accreditation standards for the agency.

Performs the duties of: Prison Rape Elimination Act Compliance Manager for the agency.

Assists the Board's Prison Rape Elimination Act (PREA) Coordinator (Director, Bureau of Standards and Accreditation) with developing, implementing and overseeing agency efforts to comply with the federal PREA Standards in the Board's facilities. This includes but is not limited to developing and revising policy that meets, at a minimum, the published federal PREA Standards mandated for the PA Board of Probation and Parole and ensures that PREA Standards are adhered to at every facility under the Board's control.

Ensures that the Bureau's Parole Manager 1 and the assigned Parole Staff Technicians review and process in a timely fashion delinquency requests, cancel requests, cancel and continue recommendations, international travel requests and parole supervision requests to modify Board imposed conditions. Oversees the unconvicted violator process (PBPP-81), ensuring compliance with Board policy.

When directed, assists the director with the conduct of Department of Corrections joint Bureau of Community Corrections (BCC) /PBPP community correction center (CCC) and contract facility (CF) audits ensuring compliance with PBPP procedures.

When directed, assists the director with the conduct of Department of Corrections joint Bureau of Treatment Services (BTS) / PBPP audits of technical parole violator (TPV) programs at County Correctional Jails (CCJ).

Responsible for instruction and correction memoranda to

parole supervision and institutional parole staff on matters of Board Policy and procedures.

Responsible for the development and evaluation of PBPP forms that will be implemented statewide.

Participates in special committees as assigned by the Director, Bureau of Standards and Accreditation.

Responsible for assisting the Director, Bureau of Standards and Accreditation in the administration of Board policies, procedures, court rulings and business processes that impact upon offender supervision practices. Assists with the revision of policy and procedures when directed by the Director, Bureau of Standards and Accreditation.

When directed, assists senior management in the development and preparation of budget requests.

Assumes responsibility for individual projects, to include those mentioned above, as assigned by the Director, Bureau of Standards and Accreditation or by the Deputy Executive Director.

Employees in this job may participate in the performance of their subordinates' work consistent with operational or organizational requirements.

Performs the full range of supervisory duties.

Performs other related work as required.

- Essential Functions:**
1. Develops and implements priorities, goals, programs, projects, policies and procedures.
 2. Participates with other Bureau management staff in planning and implementing long term goals and objectives as well as programs and services.
 3. Ensures the provision of quality programs and services through monitoring and proper allocation of resources.
 4. Coordinates special projects and represents the agency on committees, task forces and at public meetings.
 5. Prepares special and routine status, project and investigative reports.
 6. Ability to communicate effectively, both orally and written.

Last Date Job Applications Will Be Accepted: **Thursday, September 10, 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 Manager 1 or Parole Supervisor;
or
Four years of professional field experience in parole, probation or corrections, including one year in a supervisory capacity and a bachelor's degree in criminal justice, criminology or any of the behavioral sciences.
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:
 - Parole Supervisor
 - Parole Manager 1

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 9/10/2015.

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, September 10, 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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