

Job Posting

Department: 25 - Probation & Parole
Organization: 253030 - Case Analysis Division
Job Code/Title: 470502 - Parole Manager 2
Position Number: 223714
Announcement Number: 2015-570
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: 8/21/2015 - 9/4/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@pa.gov
Information: FREE PARKING.

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.

Description of Duties: Convicted Parole Violator Units:

Supervises and directs supervisory professional and technical staff in the Violator Units. Review sentence

structures to insure accuracy and compliance with statutory requirements. Review and evaluate all Board Member reports to provide any necessary technical input before decisions are final and recorded. Prepares responses to correspondence. Review cases for corrective action as determined by the Board or through administrative authority. Prepares and summarizes material for the Board's review and/or action. Recalculates re-paroles, reviews, and maximum dates on Convicted and Technical Parole Violators. Responsible for the preparation of Board Actions, Conditions of Parole, and Release Orders.

Minimum/Review Unit:

Supervises and directs supervisory professional and technical staff in the Minimum/Review Unit in the review of all sentence structures to insure accuracy and compliance with statutory requirements. Review and evaluate all Board Member reports to provide any necessary technical input before decisions are final and recorded. Controls the release of offenders in accordance with OVA Process and all legislative requirements. Process sentence status changes. Provides technical advice to criminal justice system personnel.

Panel Hearings:

Supervises clerical staff in the Panel Request process. Responsible for cases mailed to institutions across the state with regard to Panel Hearings. After a panel hearing is held, the case is received back from the SCI and assigned a tape number. Re-distributes to technician in the Violator Unit to record Board Action.

Case Distribution:

Supervises clerical staff in the distribution of case files for the Minimum Review Unit and the Violator Units. Ensures that all files are sorted in order by hearing/interview date. This process involves receiving cases from Executive Offices and Shipping Room for dissemination to technicians. Sorts all hearings/interviews and distributes to Minimum Unit by date and to Violator Unit by case number daily. Regularly monitor this area to ensure clerical staff is in adherence to the policy regarding the distribution of cases.

Additional Duties:

Must have a thorough knowledge and understanding of statutory and case law relating to pre and post sentence custody credit and back time calculations. Confer with Chief Counsel and staff to insure proper interpretation of case law in dealing with difficult cases. Interpret legal opinions with regard to Board policy and procedure to support staff, and prepare documents for inclusion in appropriate procedural manual(s). Respond to oral and written communications from judges, attorneys, inmates, and criminal justice personnel regarding Board policy and procedures. Prepare reports critiquing cases for the Board and recommend corrective action and/or advice. Review case histories, Board Actions, and sentence computations to determine whether pre-sentence custody has been applied to the appropriate sentence in compliance with case law in regard to parole violators. Attend Regional and District Director's meetings and meet with field staff on parole violation and/or minimum/review issues. Be knowledgeable and proficient in the Board's databases and DOC databases. Serve on Information Technology Committee to recommend programming projects to enhance existing applications. Prepare reports to measure workload, ensure time case processing, predict workflow, and re-deploy staff as necessary. Exercise effective administrative and technical supervision over professional, technical, and clerical employees. Maintain effective working relationships with other governmental offices, field staff, and criminal justice agencies.

Performs the full range of supervisory duties.

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

Performs other duties as assigned.

- Essential Functions:**
1. Analyze Board Actions, compute credit.
 2. Read and respond to field reports.
 3. Answer written and verbal inquiries.
 4. Communicate policy and procedures.
 5. Supervise subordinate staff.
 6. Monitors production of Board Actions.
 7. Interpret court decisions/agency Policy.

8. Operate office equipment.
9. Respond to office emergencies.
10. Disseminate completed Board Actions.

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 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 9/4/2015.

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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