

# Job Posting

**Department:** 25  
**Organization:** 254130

**Job Code/Title:** 462801

**Position Number:** 117266

**Announcement  
Number:** 2015-556

**County:** Dauphin

**Work Location:** Central Office  
1101 South Front Street  
Harrisburg, PA 17104

**Type of Job:** Civil Service

**Union:** AFSCME

**Bargaining Unit:** G4

**Seniority Unit:** Headquarters

**Type Position:** Permanent / Full Time

**Salary Range:** \$40,039 - \$60,851

**Pay Schedule / Range:** ST / ST06

**Posting Length:** 15 days

**Posting Dates:** 7/6/2015 - 7/20/2015

**Contact Number:** (717)787-5699 ext:1821 or [aoshura@pa.gov](mailto:aoshura@pa.gov)

**Information:** Core work hours for the Board are 8:30am - 4:45pm. Work hours for this position will be based on operational need.

Free parking is available.

This is a 37.5 hour work week.

Position will be filled by seniority. Once seniority obligations have been met, other recruitment options will be considered.

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

- Probation & Parole
- Interstate Parole Services Division
- Parole Staff Technician 2

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

[Description of Duties for position number 117266.](#)

- Essential Functions:**
1. Coordinates return of violators to PA
  2. Analyze, review and evaluate cases and date from records
  3. Use of the Interstate Offender Tracking System
  4. Perform liaison duties between offices
  5. Proactive approach to development of home plans on parole-to-detainer cases
  6. Utilizes the National Criminal Information Center (NCIC)
  7. Be granted access to JNET and demonstrate an ability to use JNET
  8. Above average computer skills
  9. Frequent telephonic and written communication
  10. Guide and direct clerical staff

Last Date Job Applications Will Be Accepted: **Monday, July 20, 2015**

THIS POSITION MUST BE POSTED FOR **15** CALENDAR DAYS:

The next lower classification(s) for promotional purposes in accordance with collective bargaining:

**Parole Staff Technician 1**

**Recruitment Method(s):**

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

- Seniority Promotion (Bidding employees in the next lower classification within the designated seniority unit.)
- Seniority Unit Lateral (Movement to the same class title within the designated seniority unit.)
- Civil Service Lists (Fill by examination in accordance with collective bargaining.)

When the collective bargaining obligation(s) have been met, then the following recruitment methods may be used:

- 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 Staff Technician 1;  
or  
Four years of experience in the computation, interpretation and analysis of sentences and case information of criminal offenders.
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 Staff Technician 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 7/20/2015.

#### **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 **Monday, July 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.

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:**

**PA 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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