

Job Posting

Department: 25 - Probation & Parole
Organization: 256100 - Harrisburg District
Job Code/Title: 461301 - Deputy District Director
Position Number: 50470559
Announcement Number: 2015-548
County: Dauphin
Work Location: Harrisburg District Office
1130 Herr Street
Harrisburg, PA 17103
Type of Job: Civil Service
Union: No Union Representation (Not subject to provisions of a union agreement.)
Bargaining Unit: G3
Seniority Unit: Harrisburg District
Type Position: Permanent / Full Time
Salary Range: \$58,719 - \$89,213
Pay Schedule / Range: MA / MA09
Posting Length: 15 days
Posting Dates: 6/15/2015 - 6/29/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@pa.gov
Information: Core work hours are 8:30am – 4:45pm; however, hours may vary based on operational need.

This position will be primarily responsible for the oversight and operations of the Harrisburg District's Community Correctional Centers/Contract Facilities (CCC/CF's).

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: ADMINSTRATIVE AND PLANNING

The Deputy District Director assists the District Director in planning, organizing, and directing the functions of the Harrisburg District. Conducts all matters of administration in the absence of the District Director, and assists the District Director in developing and ensuring compliance with district policies and regulations. Assists the District Director in administering exceptionally complex and difficult problems of administration and community interpretation that are homologous to the district's area. These district policies and procedures must be in accordance with the law and Board of Probation and Parole policies.

Prepares reports and surveys requested by Central Office or the Central Regional Office as specified by the District Director. Attends agency meetings with the District Director or as his representative.

PUBLIC RELATIONS

The Deputy District Director meets with law enforcement officials, treatment providers, local officials, and with community organizations, when warranted. When the opportunity arises, represents the agency and district at speaking engagements and public appearances.

Interviews officials and others who come to or phone the District Office regarding parole and probation in general or specifically on active cases, on all closed cases, or on future cases. Handle inquiries from schools and students.

SUPERVISION

The Deputy District Director supervises, directs, and instructs Parole Supervisors in the operation of their units. Establishes standards of performance for parole supervisors and sets individual objectives for each on an annual basis. Provides bi-annual review with each supervisor to determine how performance standards and objectives are being met.

Responsible for assignment of all new cases and investigations and establishes and maintains the controls that are necessary for inquiries and follow-up. In some instances, correspondence and/or investigations are received and cannot be assigned. It is the Deputy District Director's responsibility to take necessary measures to resolve these exceptions. Reviews all correspondence received, and in many instances, discusses them with the

Parole Supervisor and/or agent involved. Some correspondence and investigation requests require additional instructions or follow-up. Answers correspondence to Central Office, the courts, officials, other states, counties, inmates and institutions, etc.

Holds regular and frequent discussions with Parole Supervisors and directs them regarding Board policies, procedures and the operation of their unit. Audits the Parole Supervisor's controls to ensure all standards are being met. Staff parole and probation cases with the Parole Supervisors and assigned agents to the case.

Frequently attends unit meetings to explain Board policies and procedures and provide other pertinent information.

In the absence of the Parole Supervisor, directly supervises the agents in that unit, reviews and signs unit reports, and maintains the supervisor's controls. When the agent's reports are not adequate or are in error, the Deputy District Director will directly instruct the agent in the proper law, policy and/or procedure.

Audits agent's field books. Audits and reviews case folders for compliance to standards, and discuss findings with the Parole Supervisor and/or agent, when necessary. Works with the Parole Supervisor to make the final decision in deciding the nature and method of supervision to be exercised over an offender. When requests are submitted for changes in the grades of supervision, holds case discussions with the Parole Supervisor and the agent in order to approve or disapprove the change.

Conducts Administrative Conferences, when necessary in behalf of both the Parole Supervisor (Administrative Conference I) and the District Director (Administrative Conference II) to determine whether an offender has sufficiently violated his/her parole conditions to warrant appropriate sanctions or incarceration.

The Deputy District Director (and District Director) has the responsibility and authority to order the legal arrest and detention of offenders in violation of parole or probation conditions and/or new criminal charges and to issue the appropriate warrant. This responsibility requires recommendations from the supervising Parole Agent and

the Parole Supervisor with a full report of the evidence supporting the charges. The Deputy District Director (or District Director) reviews the charges, case history, the feasibility of alternative sanctions, and level of risk to public safety of each case, and is required to use discretion guided by standards of risk promulgated by the Board, as well as any court orders or decisions in making the decision to incarcerate.

Upon request, the Deputy District Director acts as a surrogate of the Board to conduct Probable Cause Hearings in county prisons and state correctional institutions. Submits all reports and final recommendations according to Board policy and procedures.

Reviews, with the Parole Supervisor, agent Detail Reports on a bi-annual basis to determine that Progress and Conduct Reports are being submitted in a timely and sufficient manner. Where necessary, he/she directs the individual supervisors to initial steps to ensure compliance by the agents.

Reviews unit and district investigation reports on a monthly basis to ensure investigations are completed in a timely manner.

Reviews workload summary reports to ensure the district workload is distributed in an equitable manner.

Reviews appropriate reports to determine that supervision fees, fines, costs, restitution, and Act 97 payments are being made or appropriately waived.

Maintains an accurate accounting of and monitors Community Correctional Center/Contract Facility (CCC/CF), Parole Violator Center (PVC) Placements. Ensures that offenders are being appropriately referred for Contracted County Resources (IFB's) by Parole Supervisors/Agents based on offender criminogenic needs. Coach staff on the use of Evidenced Based Practices (EBP)/ Effective Practices in Community Supervision (EPICS), as it relates to offender supervision, and ensure that these practices are being utilized. Develops controls to ensure that treatment and supervision meets standards.

EQUIPMENT

The Deputy District Director assists the District Director in managing the development and implementation of the district's computer network through the agency Management Information System. Assists in developing controls to ensure the accuracy of statistical information being entered. Develops concepts for computer programs to be used by the field staff to increase proficiency in performance of their work.

Responsible for Electronic Monitoring Equipment inventory and maintenance, as well as providing monthly reports to the District Director on usage by unit.

Responsible for maintaining urinalysis supplies and addressing all problems with the vendor(s). Responsible for maintaining records of the urinalysis results within the district.

Responsible for ensuring that the field supervision staff is provided with all available and appropriate equipment in order to safely conduct supervision.

PERSONNEL

The Deputy District Director counsels subordinate staff with performance / emotional / alcohol / drug problems and/or promptly refers them to the State Employee Assistance Program.

Enforces disciplinary measures, where warranted.

Writes and submits the Performance Evaluations for Parole Supervisors. The Deputy District Director is the reviewing officer on Employee Performance Reviews for all district staff with the exception of the District Director, Clerical Supervisor and his/her staff, and Parole Supervisors. Conducts the hearing reviews on Employee Performance Reviews when requested and submits the required reports.

Conducts interviews and makes recommendations for the hiring of new staff. Recommendations are made after interview according to Board policy and Civil Service and EEO procedures.

TRAINING

The Deputy District Director provides direction, assistance and mandates training to all subordinate employees

according to Board policy and procedure:

1. Conducts in-service training on all new policies and procedures.
2. Determines the degree of training that is needed for employees.
3. Ensures On-the-Job training is conducted with new employees.
4. Arranges district-level training.
5. Ensures that all subordinate staff meets training standards mandated by the Board.
6. Finds various training opportunities for subordinate staff to supplement the Board in-service training program.
7. Periodically, attends parole hearings to determine the quality of district involvement and compliance with statewide standards.

Performs other related duties as required.

- Essential Functions:**
1. Administers agency policy/procedure
 2. Supervises line, clerical & support staff
 3. Completes employee performance evaluations
 4. Issues detainers & control warrants
 5. Communicates effectively, both verbally & in writing
 6. Motivates, trains & monitors staff
 7. Makes complex decisions
 8. Manages offender arrests
 9. Manages the inventory/equipment
 10. Inspects & controls all office facilities

Last Date Job Applications Will Be Accepted: **Monday, June 29, 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 6/29/2015.

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, June 29, 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) 787-5699 x1325.

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