

Job Posting

Department: 25 - Probation & Parole
Organization: 259210 - Grants, Standards & Court Services Division
Job Code/Title: 462801 - Parole Staff Technician 2
Position Number: 202262
Announcement Number: 2015-130
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: 5/29/2015 - 6/12/2015
Contact Number: (717)787-5699 ext:1346 or ashlgruber@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.

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.

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

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

Description of Duties: 1) The employee must review and analyze Requests for Pre-Sentence Investigation Reports (PBPP-302) and

Requests For Special Probation/Parole Supervision (PBPP-325), which are submitted to the Board by the sixty (60) Court of Common Pleas Judicial Districts in Pennsylvania, and determine if the case meets Board acceptance criteria. This includes determining grades of offenses, insuring that sentences do not exceed statutory limitations or are otherwise an illegal sentence and that the PBPP-302 and PBPP-325 are completed properly. The employee must make a determination to accept the case, reject the case or place the case in a "Control" database and proceed according to Division policy/procedures.

2) The employee must determine sentence effective dates, parole dates and maximum dates.

3) The employee must process Requests For Pre-Sentence Investigation Reports (PBPP-302) and Requests For Special Probation/Parole Supervision (PBPP-325), which include research of offender files, preparing Acceptance Memos, Acceptance For State Supervision (PBPP-234) forms and Conditions Governing Special Probation/Parole (PBPP-235). The employee must also determine the physical location of offenders and subsequently send the Acceptance Memo, PBPP-234 and PBPP-235 to the appropriate Board and County Staff. These tasks must be completed according to the Division's established submission deadlines. The employee must also generate and send amended Acceptance Memos, PBPP-234's and PBPP-235's when necessary.

4) The employee must review and analyze Court Orders for information necessary to process Requests for Pre-Sentence Investigation Reports (PBPP-302) and Requests For Special Probation/Parole Supervision (PBPP-325). The employee must extract information from Court Orders (i.e. Special Conditions) and place the identified information on Board forms, including the Acceptance Memos, PBPP-234 and PBPP-235.

5) The employee must complete all related administrative tasks, including, but not limited to, assigning Parole Numbers to offenders, creating files, data entry, photo copying, mail duties, filing, and file retrieval/file return.

6) The employee must obtain Commonwealth of Pennsylvania Criminal Justice Network (JNET) certification

and generate Criminal History Record Information (CHRI) on offenders. This information must be properly forwarded to the appropriate Board Staff, according to the Division's established procedures and submission deadlines. Additional JNET tasks must be completed as necessary.

7) The employee must review offenders' Criminal History Record Information (CHRI) and research offender files to determine if the offender has any history of Sex Offenses or if the offender has committed new criminal offenses during the period of Special Probation/Parole. This information is considered high priority and must be immediately conveyed to appropriate Board and County Court Staff.

8) The employee must formulate "Not Accepted" letters to the President Judge and Chief Probation Officer of the court having criminal jurisdiction, advising of the Board's decision not to accept the task of preparing a Pre-Sentence Investigation (PSI) Report or assuming supervision of a Probation/Parole case and the reasons for the decision. These are not "cookie cutter" letters. The employee must independently develop these letters in an articulate, professional manner, paying special attention to detail, conciseness, proper grammar and spelling.

9) The employee must engage in frequent communication with all levels of Board staff, other law enforcement agencies, public and private sector employees, attorneys, Court Personnel, offenders and the general public, including, but not limited to, Judges, Federal and County Probation Officers, Prison Records Staff, etc. Types of communication include, face-to-face, telephone, email, letters and fax. This communication involves, but is not limited to, responding to inquiries related to Special Probation/Parole or PSI Reports in a manner that is consistent with Board and Division policy. The employee must also determine when inquiries should be routed to the Division Director, other Board Staff or to other agencies and take the appropriate action.

10) The employee serves as a liaison between the Division and Pennsylvania's sixty-five (65) County Adult Probation Departments and all sixty (60) Court of Common Pleas Judicial Districts.

11) The employee must assist the Division Director in

conducting training/workshops on Special Probation/Parole rules, laws, regulations and procedures, and on how to properly prepare/submit the PBPP-325 Request For Special Probation/Parole.

12) Employee must become familiar with and utilize various computer applications, which are necessary to complete routine work tasks and to process Requests For Special Probation/Parole Supervision (PBPP-325) and Requests For Pre-sentence Investigation Reports (PBPP-302). These computer applications include, but are not limited to, the Board's Intranet, the Division's "Control" database, the Pennsylvania Department of Corrections Offender Information System (DOCINFO), the Pennsylvania Unified Judicial System, Federal Bureau of Prison's Inmate Locator and other states inmate locator websites, Microsoft Word, Microsoft Excel.

13) The employee must maintain and process Requests For Special Probation/Parole Supervision (PBPP-325) from the Division's "Control" database, as needed.

14) The employee must become familiar with and keep abreast of any changes to Board and Division policies and procedures, as well as the laws, rules/regulations that impact Special Probation/Parole cases.

15) The employee must verbally review problematic or complicated cases with the Bureau Director and/or Division Director in a clear, concise, effective and timely manner. The employee must also seek guidance from the Bureau Director or Division Director in the same articulate manner, when needed.

- Essential Functions:**
1. Analyze, interpret, and process requests for supervision.
 2. Maintain JNET Certification.
 3. Research and compute sentence dates.
 4. Communicate with various agencies.
 5. Knowledge of sentence structure.
 6. Knowledge of computer applications.
 7. Maintain controls on various cases.
 8. Monitor status of revoked cases.
 9. Type various letters/reports.
 10. Ability to prioritize assignments.

Last Date Job Applications Will Be Accepted: **Friday, June 12, 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:
 - o 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 6/12/2015.

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, June 12, 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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