Job Posting

Department: 25	- Probation & Parole
Organization: 254140	- Interstate Probation Services Division
Job Code/Title: 462801	- Parole Staff Technician 2
Position Number: 11636	
Announcement Number: 2015-545	
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: 6/9/2015 - 6/23/2015	
Contact Number: (717)787-5699 ext:1821 or 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. New employees to the Board or current employees not previously fingerprinted will be fingerprinted during the hiring process.	

Description of Duties:	Analyzes and interprets court orders, sentencing orders, pre-sentence investigations, police reports, and other case material to confirm offender identity, criminal history, offense grading, address at the time of offense and at the time of sentencing. Reviews sex offender evaluations and treatment recommendations for Megan's Law compliance. Utilizes the Interstate Compact Offender Tracking System (ICOTS) to record/communicate decisions, make requests, and manage activities related to assigned caseload. Responds to written and/or verbal inquiries by providing direction and education to other agencies, other states, and members of the public regarding Interstate Compact rules, laws, and procedures. Incorporates changes to Compact rules and results/conclusions of ICAOS Advisory Opinions into duties, communications, and workflow. Prepares and executes critical follow up with county probation departments on case issues involving warrants. Provides input to training curriculum and assists the Deputy Compact Administrator (DCA) and/or supervisor with training sessions and workshops. Requests specific documentation from various entities to ensure the integrity of cases and to ensure cases proceed within the strict timeframes and deadlines established by the Interstate Commission. Accesses numerous Interstate databases to research and evaluate information pertinent to cases to determine offender identity, eligibility, violations, and warrant status. Reviews and analyzes correspondence received to formulate case directions that are compliant with Compact rules and PBPP procedures. Navigates the Administrative Office of Pennsylvania Courts (AOPC) database to locate and examine criminal cases and determines their current status within the criminal justice system.

Retrieves criminal history record information (rap sheets) and checks for any outstanding warrants and Protection from Abuse (PFA) orders via the Commonwealth Law Enforcement Assistance Network (CLEAN). Reviews, analyzes, and interprets criminal records to identify warrants, detainers, Protection from Abuse orders, or sexual offenses.

Provides direction to Division clerical staff to ensure proper action is taken related to case processing. Provides input into the performance review of Division clerical staff.

Processes and manages outgoing county adult probation cases being supervised by another state under the terms of the Interstate Compact.

Manages an extensive caseload of offenders and makes independent decisions on cases until the sentence maximum expiration date has been reached or the offender returns to Pennsylvania either voluntarily or due to violation proceedings.

When decisions are determined to be in violation of the Compact rules, initiates contact with the adult probation office/other state's Interstate Compact office to resolve. Escalates unresolved issues to the supervisor.

Provides technical assistance to users of ICOTS. Identifies problems and directs the user through the process to resolution.

Reviews and initiates requests for reporting instructions, both outgoing from and returning to Pennsylvania for compliance with Compact rules and submits the request to the receiving state's Interstate Compact Office. Coordinates the date and location of where the offender is to report when offender is returning to Pennsylvania and notifies the Office of Victim Advocate (OVA) on special probation/parole victim-sensitive cases.

Reviews Transfer Requests for compliance with Compact rules. Analyzes all documentation to determine the merit of the request and to verify eligibility. Independently rejects a Transfer Request based on any violation or lack of eligibility per the Compact rules. Prepares the rejection notification

and forwards to the county probation department/ICOTS user.

Reviews and analyzes Replies to Transfer Requests from the receiving state for compliance with Compact Rules. If the request is rejected, determines the validity of the rejection and, as necessary, intervenes on behalf of the county adult probation department to obtain clarification or alternative resolution.

Examines Offender Violation Reports and Addendums from Receiving States to ensure compliance with the Interstate Compact. Completes an evaluation to determine if the violation establishes a pattern of non-compliance, a felony or violent crime conviction, or a third significant violation.

Reviews details of violation(s)) and the retaking rules to develop an independent course of action and submits a written analysis to the county probation office and/or Judge justifying the reason for the requirement for retaking an offender.

Provides direction to county adult probation staff regarding the issuance of a fully extraditable warrant when an offender absconds from supervision. Establishes controls and performs critical follow up when a warrant is requested by the Receiving State.

Reviews and analyzes Response to Offender Violation Reports and Addendum Reply(ies) submitted to county probation staff to ensure compliance with Interstate Compact rules. Provides direction to county probation departments and courts when necessary.

Reviews Compact Action Requests (CARs), CAR replies, and progress reports for quality assurance and Interstate Compact compliance. Gives direction to county adult probation and parole staff to ensure appropriate case handling.

Analyzes Case Closure Notices from receiving states regarding requests to close supervision interest. Researches all documentation in ICOTS to determine whether or not other county sentences are still active. Directs county probation staff to review information received prior to concurrence with case closure. If the case closure

notice is invalid, invalidates the notice, indicates the reason why, and requests that the receiving state keep the case open or reopen with supervision maintained.

Monitors for timely receipt of Case Closure Notice Replies and reviews for compliance.

For Special Probation/Parole cases, prepares Compact compliant requests for reporting instructions on Board-certified cases accepted for supervision from the county court system who wish to transfer supervision to another state. Conducts critical follow up for responses to these requests and provides direction to offenders once responses are received.

Prepares transfer requests for submission to the Receiving State's Interstate Compact Office on Board-certified cases accepted for supervision from the county court system. Contacts the offender to verify the home plan and employment information. Determines if the request meets Compact eligibility, Board policy and procedures, and is compliant with the crime victims' rights to be heard under the rules of the Compact.

Reviews Reply to Transfer Requests from Receiving States and relays reporting information directly to offenders. Reviews all denials for Compact compliance and provides direction to the Receiving State to resolve the conflict.

Analyzes Offender Violation Reports in the same manner as out-going county cases. Develops an independent course of action, submits a written analysis to the county judge of the violation(s), and requests issuance of a warrant where applicable. Establishes controls when a warrant is requested by the receiving state and follows-ups as required.

Independently develops Responses to Offender Violation Reports for submission to the Receiving States and provides recommendation for continued supervision or instructions to proceed with violation process. Notifies the Receiving State if a warrant has been requested and/or received in the case.

Tracks and maintains control via monthly reports of special probation/parole offenders confined in federal or other

states' institutions to assure the Board will either take custody or provide reporting instructions for supervision on the availability date to return the offender to Pennsylvania.

Assembles documentation for submission to court/county adult probation department if special probation/parole cases have been accepted by Receiving States and statistically transfers cases to the originating counties of conviction.

Submits Case Closure Notice Reply after thorough review on special probation/parole cases assigned to the technician at the time of closure.

Schedules and attends required training each fiscal year.

Performs other related duties as requested.

Essential Functions:

1. Communicates clearly and effectively, both orally and in writing.
2. Uses a personal computer and other related office equipment.
3. Works at any other facility as needed/requested.
4. Compiles and organizes files and records, both paper and electronic.
5. Travels, including overnight travel when requested, for training purposes.
6. Obtains and maintains CLEAN access.
7. Obtains and maintains ICOTS access.

Last Date Job Applications Will Be Accepted: **Tuesday, June 23, 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 6/23/2015.

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 **Tuesday, June 23, 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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