

# Job Posting

**Department:** 25 - Probation & Parole  
**Organization:** 251600 - Hearing Examiner's Office  
**Job Code/Title:** 463000 - Parole Hearing Officer  
**Position Number:** 50401258  
**Announcement Number:** 2015-128  
**County:** Dauphin  
**Work Location:** 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:** \$66,973 - \$101,829  
**Pay Schedule / Range:** MA / MA10  
**Posting Length:** 15 days  
**Posting Dates:** 5/20/2015 - 6/3/2015  
**Contact Number:** (717)787-5699 ext:1346 or [ashlgruber@pa.gov](mailto:ashlgruber@pa.gov)  
**Information:** Core work hours for the Board are 8:30am to 4:45pm. Work hours for this position may be negotiable.

This is a 37.5 hour work week.

This position is headquartered in Central Office, but is required to travel throughout the state as needed.

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:** This is quasi-judicial work in the adjudication of parole hearings and the conducting of parole interviews.

Assists the Board in making parole release decisions; in conducting various hearings required in the parole violation process and conduct interviews of victims upon request.

Conducts parole consideration interviews on any cases in Pennsylvania sentenced to two or more years of confinement who has reached his minimum sentence. Conducts these interviews individually or in combination with a Board Member. Records the interview, making notes important to their decision, and then votes to parole or refuse.

Conducts first level Parole Violation Hearings. Conducts these hearings following established rules and procedures, makes a decision as to the weight of the evidence and makes a determination as to whether the parolee should be released or held for a second level hearing. Is empowered to make these decisions on first level violations on his own, while first level hearings on new criminal charges are reported to the Board and require at least one Board Member to concur.

Conducts second level hearings on both technical parole violations and violations for convictions in a court of record either alone or in a panel consisting of a Hearing Examiner and a Board Member. Is tasked with providing a fair and impartial hearing, recording the hearing, entertaining and acting on legal motions from defense attorney and parole agents, weighing evidence, and deciding whether or not a preponderance of the evidence has been established proving the violation. Completes the Hearing Report, registers his vote and forwards the Report to the Board for additional votes. These hearings are conducted in County or State Prisons.

Hears testimony from crime victims concerning the initial impact and the continuing effects of the crime on them and their feelings regarding release of an inmate on parole and prepares a summary report which is included in the material reviewed at the time of the parole release decision making.

Schedules and attends required training each fiscal year.

Supervises support staff as required.

Performs other related duties as assigned.

- Essential Functions:**
1. Preside at Administrative Hearings.
  2. Conduct Interviews of inmates and reparole reviews.
  3. Travel to various field locations, prisons, and jails, including overnight travel.
  4. Receive input from crime victims.
  5. Prepare written reports on hearings and interviews.
  6. Act professionally at all times, be fair and impartial in the interview and hearing process.
  7. Operate audio recording equipment.
  8. Access and use various computer equipment.
  9. Operate basic office equipment.

Last Date Job Applications Will Be Accepted: **Wednesday, June 3, 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: Six years of professional experience in parole, probation, or criminal justice dealing with persons involved in criminal activity or delinquent activities or programs concerned with such individuals, including one year in a supervisory or administrative capacity, and a bachelor's degree;

or

Graduation with a law degree from a school of law accredited by the American Bar Association and three years of professional experience in parole, probation, or criminal justice dealing with persons involved in criminal activity or delinquent activities or programs concerned with such individuals.

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:
  - Probation And Parole District Director 1
  - Parole Manager 2
  - Probation And Parole Deputy District Director

*Applications will also be considered from Commonwealth employees in pay range 9 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 6/3/2015.

### **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 **Wednesday, June 3, 2015:**

1. Completed [Civil Service Application](#) (0.40 MB)
2. Most Recent Employee Performance Review
3. [PBPP Bid Form](#)

**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**

**Failure to comply with the application requirements will eliminate you from consideration for this position.**

**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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