

Job Posting

Department: 25 - Probation & Parole
Organization: 251400 - Internal Affairs & Special Services Office
Job Code/Title: 470501 - Parole Manager 1
Position Number: 94809
Announcement Number: 2015-123
County: Dauphin
Work Location: Central Office
1101 S 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: \$51,443 - \$78,103
Pay Schedule / Range: MA / MA08
Posting Length: 15 days
Posting Dates: 5/7/2015 - 5/21/2015
Contact Number: (717)787-5699 ext:1346 or ashlgruber@pa.gov
Information: Core work hours for the Board are 8:30am to 4:45pm. Work hours for this position will be based on operational need.

This is a 37.5 hour work week position.

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: Assists the Director, Internal Affairs and Special Services in the collaboration, oversight, administration and policy/procedure development of the Electronic Document System, CAPTOR, Mobility Environment, and Face to Face programs.

Assists in the implementation of the Electronic Document System and oversees ongoing enhancements and efficiency.

Assists in the implementation of the Mobility Environment program and consults with DOC BIT for hardware, software, and project enhancements that would enable PBPP to utilize all areas of mobility and efficiency.

Oversees PBPP and Microsoft teams regarding the CAPTOR program, assists with law and policy changes as the program evolves, and manages staff(s) level of authority in the program.

Works with DOC BIT and vendor regarding the implementation of software for the Face to Face program.

Assists staff to analyze/review Board policies and procedures and makes recommendations for changes.

Assists the Director, Internal Affairs and Special Services regarding information technology projects regarding the scope of viability of projects through policy decisions, budget requirements, and implementation.

Provides assistance in technical issues regarding Agency-issued laptop computers and assists in training laptop users.

Coordinates laptop access in order to set up VPN (virtual private network) and assists in laptop training.

Assists field staff in the interpretation of computer data fields and makes or directs error corrections as necessary; troubleshoots IT problems for staff, and notifies IT regarding more technical issues; responsible for the development and /or evaluation of PBPP forms that will be implemented statewide.

Assists the Director, Internal Affairs and Special Services in evaluating physical security needs for all offices and assists in the implementation of appropriate security measures for Field Offices and PBPP Central Office as it relates to IT.

Serves as Agency JNET/CLEAN liaison; JTAC and CLEAN TAC; grants/denies/suspends access to systems; develops

the Board's JNET system policies and procedures; provides technical assistance to operators; and monitors systems for compliance to policies and procedures.

As JNET sponsor/registrar: processes JNET security access requests through the User Provisioning System; grants/denies/suspends access to JNET; monitors JNET operators' activities daily for compliance with JNET policies and regulations; audits JNET for misuse; assists JNET account holders with technical issues regarding account access and passwords; maintains electronic employee/JNET user files including status of fingerprints; maintains physical JNET user files; conducts JNET Overview/JNET 101, and automated PBPP 259 (Record of Interview) training to field and central office staff; provides Digital Certificate Installation instructions; and tests JNET applications.

As Agency JTAC: approves JNET Criminal History Access; verifies Originating Identifiers (ORI); conducts new user and recertification background checks; updates operator files with Criminal History approvals; ensures user fingerprints are on file; monitors level of access; and participates in JNET County Integration Conferences and JNET Agency Advisory Sub-committee.

As Agency CLEAN TAC: conducts CLEAN certification and update training; assists operators in the certification process; adds users to the PortalXL remote administrator; runs background checks on new users and periodic background checks to recertify current users; assists users with technical issues; monitors operators for adherence to CLEAN and NCIC policies and regulations; conducts monthly validation of wanted person and supervised released files for accuracy and thoroughness; coordinates ORI audits with the FBI and PSP; enter, cancel or modify wanted entries; run various inquiries as needed; and requests immigration status as needed.

Performs streamlining analyses throughout the Board to improve efficiencies and makes recommendations for procedural/policy changes. Works with staff in the Statistical Reporting and Evidence-Based Program Evaluation Office to develop and implement quality control tools that require extensive programming.

Participates in the PBPP team to identify impacts of legislation, analyzes necessary computer application changes as a result of legislative changes, and follows through with requests to the Bureau of Information Technology (DOC) to make computer application changes.

Oversees the Live Scan system; advises staff on procedural changes; conducts training for operators; and attends Local Technology Work Group. Works with IT staff in the development, implementation, and reporting of workload information systems.

Conducts livescan on all pre-employment candidates for Central Office and assists the field with technical issues.

Serves as the Agency's Commonwealth Photo Imaging Network (CPIN) coordinator; grants/suspends/denies access to CPIN; provides staff training on CPIN; monitors photographs taken through CPIN to ensure quality control.

Participates in agency Basic Training Academy (BTA), as needed, and provides programmatic training to field staff as assigned.

Serves as the Agency's webmaster liaison to ensure requested website access is feasible and works with DOC to request the website access.

Participates in special committees as assigned by the Director, Internal Affairs and Special Services (Example: participate in the clerical manual committee to develop comprehensive instructions for staff to follow (field offices and institutions)).

Schedules and attends required training each fiscal year.

Performs other related work as required.

- Essential Functions:**
1. Communicate effectively; orally and in writing.
 2. Work Independently.
 3. Interact and communicate with information technology, JNET and PSP staff.
 4. Analyze and report on assigned projects.
 5. Analyze and provide solutions to issues.
 6. Read and comprehend procedures, policies, statutes, etc.

7. Obtain and maintain CLEAN certification.
8. Travel as needed.

Last Date Job Applications Will Be Accepted: **Thursday, May 21, 2015**

THIS IS AN ENTRY LEVEL 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: Three years as a Parole Agent;
or
Three years of professional experience in parole, probation or corrections and a bachelor's degree in criminal justice, criminology or any of the behavioral sciences;
or
Five years as a Parole Staff Technician. Completed college course work can be substituted for Parole Staff Technician experience on a year for year basis to a maximum of two years.
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 2
 - Parole Staff Technician 1

- Parole Agent 2

Applications will also be considered from PBPP employees in a pay range 5, 6 or 7 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 5/21/2015.

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 **Thursday, May 21, 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 remove 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:

**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.

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