

Job Posting

Department: 25 - Probation & Parole
Organization: 259310 - Specialized Services &
Community Outreach Division
Job Code/Title: 470501 - Parole Manager 1

Position Number: 253838

**Announcement
Number:** 2015-125

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: 5/13/2015 - 5/27/2015

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: This position performs the full range of supervisory duties. It
provides guidance to institutional and/or field staff with
regard to reentry initiatives for various offender populations
and is responsible for recommendations regarding the
development or enhancement of offender reentry initiatives.

Provides direction and assistance to Institutional Parole Supervision Staff who assist offenders in developing reentry and/or transitional service plans by ensuring offenders are interviewed to assess their risk and needs to determine the types of services required. Ensures that offenders receive available internal services needed for effective reentry/transition from the Institutional Parole Supervision Staff at the time of release to an approved home plan.

Provides direction /oversight to and/or networks with specialized agents such as Assessment, Sanctioning, and Community Resource Agents in assigned districts and/or Reentry Parole Agents in assigned institutions concerning the development of reentry/transitional plans and delivery/coordination of services, development of supervision plans, referral of offenders to appropriate services, and continuity of care planning.

Networks with community service providers, community corrections contract facilities, staff in corrections institutions, psychiatric facilities and other community-based/after care programs in order to develop training, supervision, programming/treatment, and appropriate continuity of care methodologies.

Ensures Parole Supervision Staff and offenders are provided with adequate information concerning community resources including legal, medical, mental health, financial assistance, housing, employment, substance abuse, veterans' services, transportation, day care, parole education and other referral services.

Provides oversight to County Reentry Programs as assigned.

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

Upon successful completion of individualized training and as directed by the Bureau and/or Division Director, provides group training such as Offender Workforce Development Specialist/Offender Employment Specialist, Motivational Interviewing, Risk Reduction Methods, and other skills-based EBP topics to selected field staff. Also responsible for

preparation and/or conducting of cognitive behavior therapy/programming group sessions with offenders and/or providing support necessary for field/institutional staff to do same.

Responsible for instruction and correction memoranda to District Directors, Institutional Parole Managers and/or field or institutional Unit Supervisors on matters of Board/Reentry Policy.

Participates in special committees as assigned by the Bureau and/or Division Director.

Assists the Bureau and/or Division Director with the development of Federal and State grant applications, grant monitoring/evaluation reports. Assists in monitoring grant supported programs for compliance with established standards and requirements.

Conducts research into developing Offender Reentry programs and assesses, coordinates and develops awareness training of existing Offender Reentry programs.

Plans programs of assistance for offenders including referrals to agencies that provide financial assistance, legal aid, housing, medical or mental health treatment, victim services, and other social services as required.

Serves as the liaison between Central Office and Field and/or Institutional Parole Staff to ensure appropriate offender appointments with community service providers are established after/prior to release from incarceration.

Serves as a member on interdisciplinary Offender Reentry teams of professionals.

Evaluate the effectiveness of Offender Reentry Programs and makes appropriate recommendations for program restructuring to assure quality.

Develops, implements, monitors and evaluates state wide skills workshops, employment programs, substance abuse treatment programs, behavior management programs, youth services programs and social service programs.

Ensure parole plans conform to established timeframe

parameters.

Provides direction and assistance to field, institutional, and central office staff in the maintaining offender programmatic compliance, implementing and reviewing policies and procedures related to reentry initiatives for specialized offender populations to include sex offenders, mental health offenders, female offenders, substance abusing offenders, geriatric offenders, offenders who experience difficulty finding/accessing community placement and/or community-based services, and other offenders designated as "Hard to Place."

Monitors Reentry assessment instruments and applications (Level of Service Inventory-Revised, reentry and/or transitional service plans, Institutional Case Management, Static-99, etc.) to ensure accuracy, timeliness and compliance to established procedures. Develops training plans pertaining to these assessment instruments for field and institutional staff to ensure consistency of use and general understanding of their relationship to transitional planning.

Assumes responsibility for individual projects, to include but not limited to those mentioned above, as assigned by the Bureau and/or Division Director

- Essential Functions:**
1. Analyze and provide solutions to issues.
 2. Read and comprehend policies, etc.
 3. Interact and communicate with various entities.
 4. Develop and revise policy and procedure.
 5. Operates a motor vehicle in all types of weather and road conditions.
 6. Travels, including overnight travel, as necessary.

Last Date Job Applications Will Be Accepted: **Wednesday, May 27, 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 1
 - Parole Agent 2
 - Parole Staff Technician 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 5/27/2015.

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, May 27, 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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