Job Posting

Department: 25 - Probation & Parole
Organization: 257122 - Mon Valley South Unit
Job Code/Title: 461100 - Parole Supervisor
Position Number: 12179
Announcement Number: 2015-131
County: Allegheny
Work Location: 335 FIFTH AVENUE, MCKEESPORT, PA 15132
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: G5
Seniority Unit: Pittsburgh District
Type Position: Permanent / Full Time
Salary Range: $55,665 - $84,541
Pay Schedule / Range: ST / ST08
Posting Length: 15 days
Posting Dates: 5/28/2015 - 6/11/2015
Contact Number: (717)787-5699 ext:1346 or ashlgruber@pa.gov
Information: Core work hours for this location are 8:00am - 5:00pm, based on operational need.

Free parking is available.

This is a 40 hour work week position.

This position is eligible for full retirement benefits at age 50/55.

This position uses the Commonwealth Law Enforcement Assistance Network (CLEAN) to perform duties. The selected applicant will need to obtain and maintain a CLEAN certificate.

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

Description of Duties: Assign caseloads, investigations, to include pre-paroles, pre-transfers, pre-sentences, special investigations, and work assignments in an equitable manner. All reports written by agents are reviewed to ensure compliance with Board policy and procedures, and to ensure quality, clarity, and timeliness. These reports are then signed and distributed accordingly. Compile supervisory level reports as required.

Administrative Conferences with agents, offenders, and ASCRAs are conducted in order to closely follow up on offender's problems and to ensure that violations are not repeated. Also develop sanctions for offenders to prevent further violations, and to give offender better insight into their problems.

Attend monthly supervisor's meetings, and then review the content of these meetings during regularly scheduled unit meetings. The purpose of these meetings is to obtain new information of Board Policy and Procedures and disseminate this information to staff so that changes may be implemented.

Work closely with and train agents, helping to develop their skills, evaluate their planning, observe the organization of their caseloads, make changes where applicable, and learn from agents how they deal with a myriad of problems.

Review 259 notes and compare to agent activity sheets for accuracy and timeliness.

Answer phone calls from courts, offenders, family members, etc.; take messages, provide information to callers, and make referrals over the phone where required.

Performance reviews are conducted with agents, and an annual, written, in-depth performance evaluation is prepared.

Responsible for providing OJT training for agents.

Assist agents in conducting offender and collateral contacts (and later provide constructive criticism and positive reinforcement to enhance agent skills), and investigations.

Assist agents in collecting urine samples from offenders as necessary.

Assist agents in the apprehension, arrest, and transportation of offenders as needed.

Travel with agents in the field to assess their various skill sets and make recommendations as appropriate.

Review daily activity sheets weekly and distribute them.

Recommend and authorize overtime based on workload scores, call outs, and contiguous to shift as appropriate. Review overtime requests to ensure requested hours meet standards for contacts made.

Maintain extensive administrative controls regarding investigations being conducted, hearings being held, prisoner transfers to be made, reports due, etc.

Participate in extensive training to achieve a minimum of 40 hours of training per year, plus additional training to enhance knowledge and become proficient in related areas.

Participate in a number of neighborhood/area community action groups to keep in touch with what is happening in assigned area of responsibility and to maintain contact with neighborhood leaders. Also, establish liaison with Police Divisions and Districts within supervision boundary area.

Develop community resources to be used for referral purposes in drug, alcohol, and mental health treatment of offender.

Operates a personal computer to navigate applicable PBPP/DOC applications, input and retrieve information, and communicate by electronic mail.

Communicate with members of the public, other law enforcement agencies, and various branches of local, state, and federal government.

Employees in this job may participate in the performance of their subordinates' work consistent with operational and organizational requirements.

Performs the full range of supervisory duties.

Performs other related duties as assigned.

Essential Functions:
1. Operate personal computer.
2. Supervise staff, conduct job performance counseling, prepare EPRs, and conduct unit meetings.
3. Audit all work of subordinates.
4. Review and certify content of reports submitted by subordinates.
5. Travel with agents in the field.
6. Communicate effectively - orally and in writing.
7. Attend and complete all mandatory training.
8. Make tactical plans and decisions.
9. Testify at Parole Hearings or in court as required.
10. Conduct automobile and equipment checks/inspections.

Last Date Job Applications Will Be Accepted: **Thursday, June 11, 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 (Fill by examination in accordance with collective bargaining.)
- 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 2.
   or
   Three years of experience in parole, probation, law enforcement, or social work; and a bachelor's degree.
   or
   Any equivalent combination of experience and training.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid driver's license as issued by the Commonwealth of Pennsylvania.

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 Agent 2

   Applications will also be considered from Commonwealth employees in pay range 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 6/11/2015.

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, June 11, 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:

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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