

Job Posting

Department: 25 - Probation & Parole
Organization: 256200 - Allentown District - Reading Sub Office
Job Code/Title: 461301 - Deputy District Director
Position Number: 227580
Announcement Number: 2015-573
County: Berks
Work Location: Reading Sub Office
633 Cherry Street
Reading, PA 19602
Type of Job: Civil Service
Union: No Union Representation (Not subject to provisions of a union agreement.)
Bargaining Unit: G3
Seniority Unit: Allentown District
Type Position: Permanent / Full Time
Salary Range: \$58,719 - \$89,213
Pay Schedule / Range: MA / MA09
Posting Length: 15 days
Posting Dates: 9/4/2015 - 9/18/2015
Contact Number: (717)787-5699 ext:1821 or aoshura@pa.gov
Information: Work hours are 8:30am – 4:45pm.

Primary work location is the Reading Sub Office. However, this position also provides supervision to the Wernersville Office. Travel will be required to the Wernersville office and that address is: 165 Main Street, Building #18, Wernersville, PA 19565.

This is a 37.5 hour work week.

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: ADMINISTRATIVE AND PLANNING

The Deputy District Director assists the District Director in planning, organizing and directing the functions of the Allentown District Office. Conducts all matters of administration in the absence of the District Director and assists the District Director in administering exceptionally complex and difficult problems of administration and community interpretation that are homologous to the district's area. These district policies and procedures must be in accordance with the law and Board of Probation and Parole policies.

Prepares reports and surveys requested by central Office or the Central Regional Office as specified by the District Director. Attends agency meetings with the District Director or as his/her representative.

PUBLIC RELATIONS

The Deputy District Director meets with law enforcement officials, treatment providers, local officials and with community organizations, when warranted. When the opportunity arises, represents the agency and district at speaking engagements and public appearances.

Interviews officials and others who come to or phone the District Office regarding parole and probation in general or specifically on active cases or on future cases. Handles inquiries from schools and students.

SUPERVISION

The Deputy District Director supervises, directs and instructs Parole Supervisors in the operation of their units. Establishes standards of performance for Parole Supervisors and sets individual objectives for each on an annual basis. Provides bi-annual review with each supervisor to determine how performance standards and objectives are being met.

Holds regular and frequent discussions with Parole Supervisors and directs them regarding Board policies, procedures and the operation of their unit. Staff parole and probation cases with the Parole Supervisors and assigned agents to the case.

Audits agent's field books. Audits and reviews case folders for compliance to standards and discuss findings with the Parole Supervisor and/or agent, when necessary. Works the Parole Supervisors to make the final decision in deciding the nature and method of supervision to be exercised over an offender. When requests are submitted for changes in the grades of supervision, holds case discussions with the parole supervisor and/or the agent in order to approve or disapprove the requested change.

Conducts Administrative Conference, when necessary, on behalf of both the Parole Supervisors (CON 1) and the District Director (CON II) to determine whether an offender has sufficiently violated his/her parole conditions to warrant appropriate sanctions or incarceration.

The Deputy District Director (and District Director) has the responsibility to order the legal arrest and detention of offenders in violation of parole or probation conditions and/or new criminal charges and to issue the appropriate warrant. This responsibility requires recommendations from the supervising Parole Agent and the Parole Supervisors with a full report of the evidence supporting the charges. The Deputy District Director (or District Director) reviews the charges, case history, the feasibility of alternative sanctions and the level of risk to public safety of each case and is required to use discretion guided by standards of risk promulgated by the Board as well as any court orders or decisions in making the decision to incarcerate.

Upon request the Deputy District Director acts as a surrogate of the Board to conduct Probable Cause hearings in county prisons and state correctional institutions. Submits all reports and final recommendations according to Board policy and procedures.

Reviews workload summary reports to ensure the district's workload is distributed in an equitable manner.

Reviews appropriate reports to determine that supervision fees, fines, costs and restitution and ACT 97 payments are being made or appropriately waived.

Responsible for ensuring that the field supervision staff is provided with all available and appropriate equipment in

order to safely conduct supervision.

PERSONNEL

The Deputy District Director counsels subordinate staff with performance/emotional/ alcohol/drug problems and/or promptly refers them to the State Employee Assistance program.

Answers grievances on the first level step to assist in disciplinary measures for staff and testifies in arbitration hearings where indicated. Enforces disciplinary measures where warranted.

Conducts interviews and make recommendations for the hiring of new staff. Recommendations are made after interviewing according to Board policy and Civil Service and EEO procedures.

TRAINING

The Deputy District Director provides direction, assistance and mandates training to all subordinate employees according to Board policy and procedure.

- Essential Functions:**
1. Administer agency policy/procedure.
 2. Supervise line, clerical and support staff.
 3. Conduct employee performance evaluations.
 4. Issue detainers and control warrants.
 5. Communicate both verbally and in writing.
 6. Motivate, train and monitor staff.
 7. Make complex decisions.
 8. Manage offender arrests
 9. Manage the inventory/equipment.
 10. Inspect and control all office facilities.

Last Date Job Applications Will Be Accepted: **Friday, September 18, 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: One year as a Parole Supervisor;
or
Four years of experience in probation or parole work, including one year in a supervisory capacity and a bachelor's degree;
or
Any equivalent combination of experience and training which included one year of supervisory experience in probation or parole.
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 Supervisor

Applications will also be considered from Commonwealth employees in pay range 8 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 9/18/2015.

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 **Friday, September 18, 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) 787-5699 x1325.

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