

# Job Posting

**Department:** 81 - Executive Offices

**Organization:** 817000 - Ex Pa Comm On Crime & Dlnqncy

**Job Code/Title:** 784000 - Criminal Justice System Planner 1

**Position Number:** 41838

**County:** Dauphin

**Work Location:** PA Commission on Crime & Delinquency  
3101 North Front Street  
Harrisburg, PA 17110

**Type of Job:** Civil Service

**Union:** AFSCME

**Bargaining Unit:** A4

**Seniority Unit:** Pa Commission On Crime And Delinquency

**Type Position:** Permanent / Full Time

**Salary Range:** \$40,039 - \$60,851

**Pay Schedule / Range:** ST / ST06

**Posting Length:** 10 days

**Posting Dates:** 5/9/2016 - 5/18/2016

**Contact Number:** (717)265-8469 or [theford@pa.gov](mailto:theford@pa.gov)

**Information:** WORK HOURS: 8:30 AM - 5:00 PM  
SUPERVISOR: Kathy Clarke

**Description of Duties:** This position provides support in the administration of both state and federal grant programs which includes the County Intermediate Punishment (CIP) program, the Substance Abuse Education and Demand Reduction (SAEDR) fund, Pre-trial Program(s), and certain grants funded with Byrne Justice Assistance Grant (JAG) funds. This position will also provide additional program support to the OCJSI Program Manager for other duties and responsibilities as assigned.

**Essential Functions:**

- \* Read, review, and make recommendations on grant applications
- \* Monitor project progress and develop reports
- \* Interpret and apply rules, regulation, and policy
- \* Provide technical assistance
- \* Develop and maintain effective working relationships
- \* Prepare materials
- \* Communicate effectively both orally and in writing
- \* Use a computer, related software, and standard office equipment
- \* Travel to various work locations, in-state and out-of-state
- \* Interpret verbal and written instructions

Last Date Job Applications Will Be Accepted: **Wednesday, May 18, 2016**

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:

- Transfer
- Reassignment
- Reinstatement

## **Eligibility - all candidates**

1. Meet the minimum experience and training required for the job: One year of professional criminal justice planning or criminal justice training experience and a Bachelor's degree. A Master's degree in one of the criminal justice disciplines may be substituted for the required experience; OR Any equivalent combination of experience and training.
2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

## **How to apply - all candidates:**

The following materials must be mailed and postmarked on or before **Wednesday, May 18, 2016**:

1. Completed [Civil Service Application](#) (0.40 MB)
2. Most Recent Employee Performance Review
3. Submit a request for consideration in the form of a memorandum, letter, or bid form which must be accompanied by a resume that reflects work history and education.

**If interested in applying by mail, please send above specified materials to:**

**CONTACT PERSON: Theresa Ford**  
**ADDRESS: 3101 North Front Street**  
**Harrisburg, PA 17110**  
**TELEPHONE: 717-265-8469**  
**EMAIL: [theford@pa.gov](mailto:theford@pa.gov)**

**The Commonwealth of Pennsylvania is an equal opportunity employer.**