

# Job Posting

**Department:** 81 - Executive Offices

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

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

**Position Number:** 247548

**County:** Dauphin

**Work Location:** PA Commission on Crime & Delinquency  
3101 N. 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:** 5/24/2016 - 6/2/2016

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

**Information:** WORK HOURS: 8:00 AM - 4:30 PM

**Description of Duties:** Under the direction of the Special Projects Coordinator of the Office of Victims' Services (OVS), this position involves staff work of a varied nature coordinating the administration of the federal Edward Byrne Memorial Justice Assistance Grant Program (JAG) and the Substance Abuse Education and Demand Reduction Funding (SAEDRF) Programs. The JAG program is designed to allow states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, including the provision of services to victims of crime. The SAEDRF Program is for the development of new DUI Victim Impact Panels; supporting/enhancing on-going DUI Victim Impact Panels; projects to study the impact/outcome of DUI victim impact panels; and/or projects addressing the link between trauma due to criminal victimization and substance abuse.

In addition, this position provides assistance as necessary to other program staff in administering the State Victims' of Juvenile Offenders (VOJO) Program, State Rights and Services Act (RASA) Program, the federal Violence Against Women Act (VAWA) Program, and the federal Victims of Crime Act (VOCA) Program.

**Essential Functions:**

- \* Apply knowledge of victim theory and practice
- \* Interpret policies, regulations, and guidelines relative to victim services
- \* Represent PCCD at educational and informational trainings and meetings
- \* Organize and prioritize work assignments
- \* Analyze workloads and resources
- \* Interpret verbal and written instructions
- \* Communicate effectively both orally and in writing
- \* Establish and maintain effective working relationships
- \* Travel to various locations both in and out of state
- \* Operate standard office machines including, a PC and associated software

Last Date Job Applications Will Be Accepted: **Thursday, June 2, 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
- Voluntary Demotion
- 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 **Thursday, June 2, 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 N. 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.