

Job Posting

Department: 81 - Executive Offices

Organization: 817000 - Ex Pa Comm On Crime & Dltqncy

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

Position Number: 50501888

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

Information: WORK HOURS: 8:00 AM - 4:30 PM
SUPERVISOR: Kirsten Kenyon

Description of Duties: The primary purpose of the position is to provide administrative support to the director and staff of the Office of Research, Evaluation, and Strategic Policy Development (ORESPD); the Children's Advocacy Center Advisory Committee (CACAC); and the Research, Evaluation, Data Collection, and Analysis Advisory Committee (REDAAC); assist in the monitoring of children's advocacy centers and other CACAC grant recipients; assist in the application review process; and perform other planning-related tasks.

Essential Functions:

- * Interpret policies, statutes, regulations, and guidelines
- * Review and interpret detailed technical data, reports, and legislation
- * Gather, assemble, correlate, and analyze facts and devise solutions
- * Interpret and apply program goals, objectives, and operations
- * Organize and prioritize work assignments
- * Communicate effectively both orally and in writing
- * Prepare and present written and oral reports
- * Establish and maintain effective working relationships
- * Conduct research and use basic statistical techniques
- * Travel as required

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

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