

Job Posting

Department: 81 - Executive Offices

Organization: 817000 - Ex Pa Comm On Crime & Dltqncy

Job Code/Title: 80804 - Program Analyst 4

Position Number: 76676

County: Dauphin

Work Location: PA Commission on Crime & Delinquency
3101 N. Front Street
Harrisburg, PA 17110

Type of Job: Civil Service

Union: No Union Representation (Not subject to provisions of a union agreement.)

Bargaining Unit: A3

Seniority Unit:

Type Position: Permanent / Full Time

Salary Range: \$58,719 - \$89,213

Pay Schedule / Range: MA / MA09

Posting Length: 15 days

Posting Dates: 7/20/2016 - 8/3/2016

Contact Number: (717)265-8469 or theford@pa.gov

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

Description of Duties: This employee serves as a Program Manager for the agency's Office of Juvenile Justice and Delinquency Prevention (OJJDP). This position is responsible for the oversight of the Diversion and Prevention Subcommittees and the PA Youth Survey (PAYS) administrations and PAYS advisory group.

The incumbent is responsible for managing several critical projects within OJJDP that are supported by various funding streams. One of the key projects is the Evidence-based Prevention and Intervention Support Center, which aims to promote the greater use and support of evidence-based prevention and intervention programs throughout the commonwealth. This is a critical role in ensuring high quality implementation, impact assessment, and sustainability of programs to maximize the positive impact of prevention science on outcomes for youth. In addition, this employee will oversee all prevention initiatives within OJJDP, including programs funded under our state Violence Prevention Programs funding and other funding streams.

This position will be responsible for the oversight of the Diversion and Prevention Subcommittees, which includes developing agendas, analysis of data, coordination among multiple agencies and stakeholders, and preparation of reports as needed for each meeting. In addition, this position will have primary oversight for the PAYS administrations and PAYS advisory group. There are currently over 350 school districts participating in the PAYS. Work related to the PAYS includes presentations to external groups as needed and coordination with multiple agencies.

This involves complex work in navigating various funding streams and requirements so that better coordination can occur across agencies. This position facilitates inter-agency workgroups as necessary to analyze complex issues and barriers and formulate recommendations.

Essential Functions:

- * Perform a full range of supervisory duties
- * Conduct statistical analysis
- * Interpret and apply legislation
- * Analyze complex information
- * Manage multiple projects effectively

- * Organize and prioritize work assignments
- * Communicate effectively, both orally and in writing
- * Establish and maintain effective working relationships
- * Use a personal computer, associated software, and standard office equipment
- * Travel as required

Last Date Job Applications Will Be Accepted: **Wednesday, August 3, 2016**

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:

- 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 Program Analyst 3; OR Four years of analytical experience, three of which include professional experience in program evaluation and the development of program recommendations, and a bachelor's degree; OR An equivalent combination of experience and training.
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:
 - Program Analyst 3

Consideration may be given to employees that currently hold or previously held regular civil service status in a pay scale group 08 job title for which there is logical, occupational, functional, or career development relationship to the posted position or if there is a clear linkage between the required knowledge, skills, and abilities of the previously or currently held job with those needed for the posted position.

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 24 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
4. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 8/3/2016.

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)265-8469

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 **Wednesday, August 3, 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

The Commonwealth of Pennsylvania is an equal opportunity employer.