

COMMONWEALTH OF PENNSYLVANIA
invites applications for:



**Criminal Justice System Specialist Manager
1 (#50278153) - PCCD**

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY:	\$64,020.00 - \$97,213.00 Annually
JOB TYPE:	Civil Service Permanent Full-Time
DEPARTMENT:	Commission on Crime and Delinquency
LOCATION:	Dauphin County
OPENING DATE:	01/28/19
CLOSING DATE:	02/11/19 11:59 PM
JOB CODE:	00784300
POSITION NUMBER:	50278153
UNION:	No Union Representation (This position is not subject to the provisions of a collective bargaining agreement.)
BARGAINING UNIT:	A3
PAY GROUP:	ST09
BUREAU/DIVISION CODE:	00817000
BUREAU/DIVISION:	Pennsylvania Commission on Crime & Delinquency
WORKSITE ADDRESS:	3101 North Front Street
CITY:	Harrisburg
ZIP CODE:	17110
CONTACT NAME:	Christine Tashima
CONTACT PHONE:	717-728-3538
CONTACT EMAIL:	ctashima@pa.gov

THE POSITION:

Position Purpose: Under the direction of the Deputy Director, serves as a senior level staff within the Office of Victims Services of the Pennsylvania Commission on Crime and Delinquency. This position will oversee the Victims' Services Program and the delivery of high quality crime victim services throughout the Commonwealth.

Work Hours: 8:30am - 5:00pm OR 8:30am - 4:30pm

Additional Information: This position has FREE PARKING.

This is a management position and is not subject to promotion provisions of a collective bargaining agreement or memorandum of understanding.

DESCRIPTION OF WORK:

FUNDING

Responsible for managing a large and diverse number of victim services-related state and federal funding initiatives, providing grants totaling more than \$78 million. These funding sources include:

Federal Victims of Crime Act (VOCA) Assistance Grant Program. The VOCA Program provides about \$60 million annually through grants to support rape crisis centers, domestic violence programs, community service programs, and district attorney's offices to assist victims of crime with the emotional recovery in the aftermath of crime.

The state restricted revenue Rights and Services Act (RASA) Program provides approximately \$10 million in grants annually using both RASA and VOCA funding to district attorneys and other criminal justice agencies designated by the district attorney to provide procedural services to victims of crime as delineated under the Bill of Rights within the Crime Victims Act.

The state appropriated Victims of Juvenile Offenders (VOJO) Program provides approximately \$3 million in grants annually using both VOJO and VOCA funding to district attorneys and county chief probation officers to provide procedural services to victims whose offenders are juveniles.

The federal STOP Violence Against Women Act (VAWA) Program provides approximately \$5 million annually in financial assistance for strengthening effective law enforcement and prosecution strategies and victim services in cases involving violence against women.

PROGRAM ADMINISTRATION

Responsible for the development, application, provision of technical assistance, and monitoring of projects and programs funded through the above-mentioned state and federal victim services-related programs.

Interacts on an ongoing basis with victim advocates, victims of crime, criminal and juvenile justice practitioners, government and community leaders and the general public in the development and application of policies and plans for victim service provision in the Commonwealth.

Forges professional relationships with such groups for the purpose of providing and receiving technical assistance, cooperation, coordination and participation in programmatic goals as well as identifying training needs.

Works with a variety of state and federal funders for the purpose of coordinating funding and services.

At times, must mediate conflicts between victims and victim service providers regarding funding and service provision.

Participates in intra-disciplinary and inter-governmental task forces involved in examining critical criminal and juvenile justice policy issues as they relate to victim services.

Primary staff contact with grants management staff on the administration of the grants process and will have a working knowledge and understanding of the PCCD Egrants System and will use it for the review and oversight of grant related data and information.

Responsible for the oversight of the grant monitoring process and validates that the grant recipients are being monitored as required by funders and in accordance with PCCD and VSP monitoring guidelines.

Responsible for assigning staff to respond to complaints filed by victims of crime concerning services provided through PCCD-funded victim service programs as well as monitoring and providing technical assistance to such programs as necessary.

Responsible for the preparation of briefing materials and a variety of information the Victims' Services Advisory Committee (VSAC) and the Commission. Presents policy recommendations to VSAC and executive staff.

Additionally, coordinates with the PCCD Juvenile Justice and Delinquency Prevention Committee and PCCD's Office of Criminal Justice System Improvements on criminal and juvenile justice projects that impact victims of crime.

Regularly interacts with other offices within PCCD to assure cohesive planning and program development as well as to promote attention to victims' issues. Responsibilities entail effective and ongoing participation in agency workgroups, effective communication both within the OVS and agency workgroups to ensure that pertinent information regarding business practices and grant administration is shared.

Collaborates with staff from PCCD's Office of Financial Management and Administration to ensure that victim service-related projects adhere to state and federal guidelines and receive thorough review and oversight through a variety of programmatic, fiscal and site visit reports.

Meets regularly with the OVS senior staff in establishing plans and priorities that address victim assistance needs throughout the Commonwealth; identifies training and technical assistance needs of local victims service providers; and other intra-office program activities.

The Victims' Services Program Manager, with direction from the Deputy Director, oversees two critical projects. They are:

- The Data Collection, Reporting, Outcomes Project (DCROP), which is a collaborative initiative amongst state funders that aims to provide all victim service programs with a streamlined, standardized data collection, reporting and outcomes system.
- The Statewide Automated Victim Information Network (SAVIN), a free service that gives registered users around the clock access to the custody status of offenders in a county jail, state prison or under state parole supervision within the Commonwealth.

Responsible for the development of a significant number of original written materials. These materials include funding solicitations in conformance with state and federal guidelines; Program standards for the Victim Service Programs receiving funding from OVS; legislatively mandated annual reports; contracts and proposals for federal funding; monitoring and compliance reports; responses to informational requests from legislators and the general public; preparation of contextual materials for the Victims' Services Advisory Committee and its sub-committees, and the full Commission; and issue studies related to victims' services. This entails the collection, organization, analysis and presentation of data necessary for the development, evaluation and implementation of plans, policies and programs. Reviews legislation to assess the impact on the provision of service by victim service agencies.

Serves as the grant administration liaison with the Department of Justice's Office for Victims of Crime (OVC) and oversees the administration liaison with Office on Violence Against Women (OVW). Oversees preparation of federal reports and responds to requests for information at the federal level.

Collaborates with statewide and regional victim service networks including, but not limited to, the Pennsylvania Coalition Against Domestic Violence, the Pennsylvania Coalition Against Rape, the State Chapter of Mothers Against Drunk Driving, the Coalition of Pennsylvania Crime Victim Organizations, the Pennsylvania District Attorney's Association and the Pennsylvania Chiefs of Police Association.

Oversees the administration of the Keystone Crisis Intervention Team (KCIT) grant. KCIT is Pennsylvania's state crisis response team that provides trained professionals to respond to a Community that has experienced a crime.

Directly supervises three (3) Supervisors and serves as the reviewing officer for 15 professional staff. Personnel administration responsibilities include a) reviewing and approving/disapproving all program employee leave; b) establishing the program's plan and employee performance standards; c) organizing and prioritizing employee work assignments; d) evaluating employee performance consistent with the commonwealth's employee performance review system; e) initiating corrective disciplinary action for employee misconduct; and f) reviewing and recommending candidates for employment in the Victims' Services Program.

Assists the Office Director and Deputy Director in other activities as required.

Essential Functions

1. Communicate effectively, both orally and in writing.
2. Establish and maintain effective working relationships.
3. Interpret policies, regulations and guidelines relative to victim services.
4. Provide confidential detailed technical data, reports, and legislation.
5. Operate standard office equipment.
6. Organize and prioritize work assignments.
7. Operate a personal computer and associated software.
8. Travel to various locations both in and out of state, as required.
9. Represent PCCD at educational and informational trainings, seminars and meetings.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Minimum Experience and Training Requirements

All applicants must meet the minimum experience and training required for the job:

- One year as Criminal Justice Systems Specialist Supervisor; **OR**
- Four years of professional experience in criminal or juvenile justice, law enforcement, or victim services, which included one year in a supervisory capacity, and a bachelor's degree in the social or behavioral sciences, criminal justice, law enforcement, or a related field; **OR**
- Three years of professional experience in criminal or juvenile justice, law enforcement, or victim services, which included one year in a supervisory capacity, and a master's degree in the social or behavioral sciences, criminal justice, law enforcement, or a related field; **OR**
- An equivalent combination of experience and training.

PA Residency

Pennsylvania residency required.

Recruitment Methods

Applicants must meet one (or more) of the following methods to be considered for this vacancy:

- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion

Promotion Without Examination Only*

CLASS RESTRICTIONS - You must have held regular civil service status in one of the following classifications:

- Criminal Justice System Supervisor

Employees who hold or have held regular Civil Service status in a Pay Range ST08 classification may apply and a determination will be made as to whether a logical, occupational, functional, or career developmental relationship exists between the posted position, and/or whether there is a linkage between most of the required knowledges, skills, and abilities with those of the posted position.

Selection Criteria

1. Minimum experience and training required for the job.
2. 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.
3. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date.

***The Promotion Without Examination requirements are 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 submitted with the online application by the posting closing date:

- Resume
- Most Recent Regular or Probationary Employee Performance Review (REQUIRED if applying under the Promotion Without Exam method)
- Voluntary Demotion candidates MUST include a letter requesting a voluntary demotion and acknowledgement of a reduction in pay.

All applicants should apply through NeoGov at <http://www.employment.pa.gov>. Please contact the HR Office if paper application is needed.

Failure to comply with the above application requirements will eliminate you from consideration for this position.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #I-2019-36688
CRIMINAL JUSTICE SYSTEM SPECIALIST MANAGER 1
(#50278153) - PCCD
CT

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

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