



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: August 21, 2015

CLOSING DATE: September 4, 2015

COUNTY TITLE: PLANNER/INFORMATION SPECIALIST **PAY GRADE:** P-I
(Civil Service Class Code-Position Number; Job Title: L0571-0001; Program Analyst 1)

BARGAINING UNIT: Non-Bargaining
(SENIORITY POSITION: NO)

DEPT: Human Services/OCY
154 W. 9th St., Erie, PA 16501

SALARY: \$14.53/hour \$28,334/annual - Minimum
\$30.62/hour \$59,709/annual - Maximum

HOURS PER WEEK: 37.5
Mon-Fri, 8:30 a.m. to 5:00 p.m.

*****THIS IS A REGULAR, FULL-TIME, CIVIL SERVICE POSITION*****

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position should submit a County Employment Application, Bid Form and Resume stating their qualifications to: Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Suite 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Application materials must be received by or postmarked on or before: Friday, September 4, 2015.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE www.eriecountypa.gov WEB ADDRESS AND SELECTING THE "VIEW JOB POSTINGS" LINK LOCATED ON THE HOME PAGE. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES DEPT. ADDRESS LISTED ABOVE, OR, FAXED TO HUMAN RESOURCES @ (814) 451-6484.

Inquiries related specifically to job duties may be directed to Lana Rees @ 814-451-6667. All other inquiries may be directed to Jaynette Simmons @ 814-451-6852.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.

ALL NEW ERIE COUNTY DHS HIRES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

All applicants must meet the Pennsylvania residency requirement and must also meet the minimum experience and training (METs) required for the job. The METs for this position are: One year of professional analytical work which involved procedures development or review, budget or systems analysis, statistical analysis, program analysis, or management methods; and a bachelor's degree; **OR** A master's degree in public administration, social science, statistics, or business administration, or a closely related field; **OR** Any equivalent combination of experience and training.

Applicant must also be either:

1. Within reach through the Rule-of-Three process on the current PA State Civil Service List of Eligibles for a Program Analyst 1.
OR
2. Promotable without Exam through Civil Service by currently holding regular PA State Civil Service status.

(continued on reverse)

For any classification, a determination will be made as to whether a logical, occupational, functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

Applicants must also meet Civil Service Meritorious Service and Seniority criteria: Meritorious service is defined as, a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting, and b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory.” Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

OR

3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the Program Analyst 1 classification.

If you do not currently hold or have not previously held regular Pennsylvania Civil Service Status and your name is not on the current Pennsylvania Civil Service Employment List for Program Analyst 1 (Job Code – L0571), you will be ineligible for consideration for this position.

If you’re uncertain of which recruitment method you’d fall under; what Civil Service title you currently hold; or, if you’re eligible for consideration for this position, please contact Jaynette Simmons @ 814-451-6852 for that information.

DUTIES

- Assists in the review and analysis of Agency programs and projects to determine effectiveness and provide data for administrative planning and resource allocation. Provides administrative staff information and analysis pertaining to what programs are working, what programs are not working, and whether or not programs are meeting their stated goals and Agency expectations.
- Assists in the gathering of data, analysis of data and in preparation of data gathering tools and instruments, including tools utilized in measuring and monitoring provider performance.
- Facilitates meetings for and assists in preparing the annual Needs Based Plan narrative for program functioning and requests. Coordinates the data analysis process for the Office of Children and Youth annual Needs Based Budget and Planning submission, including but not limited to provider outcomes and Agency AFCARS data.
- Facilitates meetings with stakeholders, including administrative and direct services staff, as well as provider agency staff and consumers, to gain information and prepare reports relative to program successes and development areas. Examples include, but are not limited to, conducting provider meetings, participating in youth advisory committees, and conducting small focus groups in the community.
- Facilitates individual provider monitoring visits to assure provider practices and outcomes are consistent with the outcome data submitted to Office of Children and Youth by each agency.
- Participates in developing the Human Services Systems of Care project with other categorical team members, providing needed data from the Office of Children and Youth and advising administrative staff on how best to integrate children’s services and needs with other partner systems.
- Plan, schedule, and attend State-mandated public hearings for the annual planning process.
- Attend appropriate local and State meetings, as needed.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

*****This position is subject to the provisions of the Erie County Employee Handbook*****