



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

DHS INTERNAL POSTING

POSTING DATE: January 5, 2016

CLOSING DATE: January 20, 2016

COUNTY TITLE: STATISTICAL ASSISTANT

COUNTY PAY GRADE: 114

(Civil Service Class Title; Class Code-Position Number: Management Technician; L0510-0001)

BARGAINING UNIT: AFSCME C/T

DEPT: Human Services/OCY/Fiscal

(Seniority Position: YES)

154 W. 9th St., Erie, PA 16501

ENTRY RATE: \$11.61/hour \$22,640/annual - Minimum

HOURS PER WEEK: 37.5

\$20.25/hour \$39,488/annual - Maximum

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 an Erie County Employment Application, Bid Form and Resume stating their qualifications to the Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 a.m. - 4:00 p.m. **Applications must be received by or postmarked on or before Wednesday, January 20, 2016.**

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 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 Patrick Ryan @ 814-451-6811. 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 HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS

To be considered for this position, 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: Three years of progressively responsible work in the recording, compilation and presentation of system or program related information; and, graduation from high school; **OR**, any equivalent combination of experience and training.

Applicant must also be EITHER:

1. Promotable without Exam (PWOE) 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.

OR

2. Eligible for either transfer, reassignment or voluntary demotion to the Civil Service Management Technician classification.

All eligible applicants would need to be certified by the PA State Civil Service Commission to qualify for appointment.

DUTIES/RESPONSIBILITIES:

This position serves the role of assisting in the assurance of statistical and client data. The employee reports directly to the DHS Assistant Manager of Accounting in the Fiscal Unit.

This is a complex independent position that involves in-depth knowledge of the case management systems and software used by the Office of Children and Youth. Day to day activities include data entry and extraction, State and Federal Reports and the use of various software applications including Excel, Access and Word. This position involves an above average working knowledge of Agency-wide operations and the relationship between purchased services, professional child welfare services and information systems.

This position develops a mastery of various case management systems with primary responsibility for Placement Transfers. The employee is the primary staff person for entering Placement Transfers and data entry and retrieval. The employee assists in reporting and providing back-up, developing a mastery of the paper and electronic Placement Transfer trail involved in data entry, as well as general software programs used by the Agency. This employee assists with clearance checks in internal systems for potential out of home caregivers and provides backup for certain data entry tasks. The employee is fully responsible for or assists the Administrative Assistant in the Fiscal Unit with compiling the following reports: Children and Youth (CY)28, Service Activity Reports (SAR), PA Department of Education (PDE)1305, Adoption and Foster Care Analysis and Reporting System (AFCARS backup to administrative assistant), and various ad hoc reports. The employee helps with software training and assists in new worker orientations.

The employee has the capability of minimal to moderate trouble shooting for software issues with case management systems. Familiarity with other client information systems such as the Client Information Systems (CIS) at the DHS County Assistance Office (CAO) and the PA Court Record Search website at ujsportal.pacourts.us is helpful.

Works with JPO to monitor and maintain case management system as it relates to JPO involved cases.

Performs other duties as assigned.

*****This position is subject to the provisions of the AFSCME C/T Bargaining Unit contract*****

STATEMENT OF EMPLOYEE BENEFITS

Average Annual Benefits & Pension Value for: AFSCME C/T

Single Coverage - **\$9,400**

Dependent Coverage - **\$20,900**

Average paid holidays annually – **14 days**

Average paid vacation for 1st year – **6 days (amount increases after one year of employment and caps out @ 20 years)**

Average paid personal days annually – **5 days**

Holidays may vary by bargaining unit