



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: February 5, 2016

CLOSING DATE: February 22, 2016

COUNTY TITLE: PROGRAM SPECIALIST I
(Civil Service Title; Class Code-Position Number: County MR Program Specialist 1; L0755-0005)

PAY GRADE: M-I

BARGAINING UNIT: Non-Bargaining
(Seniority Position: No)

DEPT: Human Services – MH/ID
154 W. 9th St., Erie, PA 16501

ENTRY RATE: \$20.14/hour \$39,273/annual - Min
\$37.76/hour \$73,632/annual - Max

HOURS PER WEEK: 37.5
Mon – Fri, 8:30 a.m. – 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 am - 4:00 pm. **Applications must be received by or postmarked on or before Monday, February 22, 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 Ron Klonicki @ 814-451-6819. 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

Applicant must be a Pennsylvania (PA) resident and meet the Minimum Experience and Training (METs) required for the job. The METs for this position are either: Two years of professional level experience in the field of mental retardation; and a bachelor's degree; **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 County Mental Retardation Program Specialist 1;
OR
2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status in the next lower class of either a County Caseworker 2, County Social Worker 1 or Administrative Officer 1.

(continued on reverse)

For any other 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 this 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 reinstatement, transfer, reassignment or voluntary demotion to the County Mental Retardation Program Specialist 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 a County Mental Retardation Program Specialist 1, you will be ineligible for consideration for this position.

DUTIES/RESPONSIBILITIES

Functional Statement: This is professional work of an administrative nature involving program planning, analysis, and coordination of mental retardation services. The employee is responsible for the review, analysis, monitoring, and coordination of assigned mental retardation services and assisting in administering the mental retardation program.

- Assists in the development of the annual mental retardation plan.
- Participates in the planning, development and implementation of the mental retardation service delivery system.
- Interprets rules, regulations, policies and procedures and provides technical assistance to service providers for which employee has contract responsibility.
- Has knowledge of applicable State and Federal regulations and monitors the program for conformance with them.
- Monitors performance requirements to assure compliance with State regulations.
- Responsible for comprehensive, annual MR program assessment.
- Meets with Support Coordination Unit and agencies to promote movement of clients to least restrictive settings in accordance with Office of Developmental Programs policy.
- Prepares proposals, various reports and surveys for the State.
- Reviews Individual Support Plans (ISP) and monitors Waiver programs for compliance with Office of Developmental Programs policy.
- Receives, reviews and processes Unusual Incident Reports and Independent Monitoring from providers.
- Serves as liaison between MH/ID Office and various private, volunteer and governmental agencies. Assists with development of letters of agreement with such agencies.
- Represents the MH/ID Office at licensure visits by the Department of Human Services.
- Represents Erie County MH/ID office at various local and statewide meetings.
- Attends staff meetings and participates in in-service training.
- Performs Home and Community Services Information System (HCSIS) operations.
- Performs related duties as required.

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

STATEMENT OF EMPLOYEE BENEFITS

Average **Annual Benefits & Pension Value for: Non-Bargaining**

Single Coverage - **\$12,040**

Dependent Coverage - **\$23,595**

Average paid holidays annually – **14 days**

Average paid vacation for 1st year – **6 days**

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

Holidays may vary by bargaining unit