



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: November 4, 2016

CLOSING DATE: November 21, 2016

COUNTY TITLE: ADMINISTRATIVE ASSISTANT I

PAY GRADE: A-I

(Civil Service Class Title; Class Code-Position Number: Administrative Assistant 1; L0111-0005)

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

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

ENTRY RATE: \$13.31/hour \$25,955/annual - Minimum
\$28.07/hour \$54,737/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 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, November 21, 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 Scott Coughenour @ 814-451-6616. 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: Such training as may have been gained through graduation from a four year college or university; **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 an Administrative Assistant 1 (Job Code: L0111);
OR
2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status;

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 this position.

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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 Administrative Assistant I classification.

If you don't currently hold or haven't previously held regular Pennsylvania Civil Service Status and your name isn't on the current, Pennsylvania Civil Service Employment List for an Administrative Assistant 1 (Job Code: L0111), you'll be ineligible for consideration for this position.

DUTIES/RESPONSIBILITIES

This position serves as the Administrative Assistant I for the Operations Unit at the Erie County Office of Children & Youth (ECOCY), and reports directly to the Administrator of Operations.

The employee is responsible for submitting complex, accurate and timely Federal and State mandated reports, as well as many Agency reports. This position manages the day-to-day operations of the Agency's Child and Accounting Profile System (CAPS), primarily all components related to placements. As such, this position requires a thorough knowledge of Federal and State reporting requirements and an above average working knowledge of Agency operations in all departments. Juvenile Probation shared cases are also managed within Adoption and Foster Care Analysis and Reporting System (AFCARS).

This is an independent, multi-faceted position which requires supportive knowledge of all software programs used by the Agency. Works with staff at all levels, and with outside agency representatives, including computer technology consultants. Develops and provides training. Develops and implements improved Agency procedures with regard to information gathering and distribution. Supervises data entry. Serves as Management Information Systems (MIS) liaison at regional and State levels.

INFORMATION SYSTEM RESPONSIBILITIES: Maintains a thorough knowledge of CAPS and AFCARS. Maintains an above average working knowledge of Agency operations as they pertain to information entered into and extracted from the information systems.

This employee manages all the Placement functions pertinent to I.S., including Policy and Procedure, training and supervising data entry (both OCY and JPO), and managing and maintaining the resource data. Employee also manages the Court data entry. All other system information is monitored to ensure accuracy and the integrity of the system. Errors are discussed with staff in order to promote immediate corrective action and for future accuracy. Accurate information in the automated Information System is assured through regular analysis of data, trouble-shooting, correction of errors and related oversight. Employee meets with consultants and programmers as needed and works with consultants to remedy errors in either the functionality or the programming of the Information System. Conducts ongoing system testing. Additionally, the employee provides back-up for queries regarding potential Agency foster parents and kinship caregivers.

Generates required Federal, State, County and Agency reports on a regular basis and ad hoc reports upon request. Reports submitted to the State are per State and Federal mandates – these include the CY-28 quarterly report, the quarterly AFCARS file submission, and the annual Pennsylvania Department of Education reports (PDE-4540 and PDE-1305). Data from printed and on-line generated reports are analyzed for accuracy in order to complete aggregated reports. Monthly management reports are compiled and aggregated. Determines administrative or management ad hoc report parameters through formal and informal meetings in order to identify and establish the reporting needs.

Serves as a liaison with the purchased computer services provider regarding AFCARS, ECKO, and other related projects and jobs. Responsibilities include meetings with consultants and programmers as needed, coordinating efforts for interpreting, designing, maintaining, updating, testing and revising system information as needed to comply with State and Federal mandates and Agency expectations. Works with consultants to remedy errors in either the functionality or the programming of information systems. Notifies programmers about unusual problems encountered in the operation of the computer system. Assists in the planning and implementation of conversion projects.

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Serves as a liaison with the PA DHS State and Regional Management Information System Division (MIS), as well as the MIS division of the Pennsylvania Child Welfare Competency Based Training Program. Attends PA DHS-MIS and CBT-MIS meetings and trainings.

Participates in regular unit meetings in order to address system functionality and to determine an overall strategy for project implementation. Schedules additional meetings with appropriate staff. Monitors implementation and alerts Director of any anticipated barriers.

Provides continuous intermediate and advanced training to the Placement Transfer Team. Provides ongoing intermediate training to new Information Systems Unit employees related to data entry, search and Information System functionality. Data entry training is also provided to Court Staff and the Juvenile Probation liaison. Additional staff training is provided employees with regard to ECKO and any other software program support requested. Group and individualized training is conducted based on the instructional content and needs of the employee. Develops training manuals and instructional materials for use by staff.

Conducts new caseworker orientation training on the completion of the Placement Transfer form.

These duties and responsibilities are subject to change.

Performs other duties as assigned.

*****This is a Non-Bargaining position subject to the Erie County Employee Handbook*****