



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

*****REVISED*****

Department:	Erie County Department of Human Services
Organization:	Erie County Office of Children & Youth – Child Care Information Services (CCIS)
Job Code / Title:	L0747 / County Children, Youth & Families Program Specialist 1 (County Title: Program Specialist I)
Position Number:	0001
County:	Erie
Headquarter City/Address: (Work Location)	155 West Eighth Street Erie, PA 16501
Type of Job:	Civil Service
Union:	None – Non Bargaining
Bargaining Unit:	None – Non Bargaining
Seniority Position:	No
Type Position:	Permanent / Full-Time
Salary Range:	\$18.98/hour - \$37,011/annually \$34.47/hour - \$67,217/annually
Pay Range & Step:	M1
Posting Length:	15 days
Posting Dates:	February 4, 2010 - February 19, 2010
Contact Name / Number:	Jaynette Simmons (814) 451-6291
Additional Information:	Work hours are 8:30 a.m. – 5:00 p.m., Monday thru Friday 37.5 hour per week
Job Description:	<p>Manages CCIS child care Resource & Referral (R&R) services and regulated provider agreement functions</p> <p>Supervises two R&R caseworkers and coordinates their client and community child care education service roles</p> <p>Serves as CCIS representative on local community groups engaged in improving the quality of child care and early education resources</p> <p>Provides oversight for the CCIS provider database and directs required rate verification activities Oversees duties of TANF/FTANF eligibility supervisor</p> <p>Assures supervisor maintains sufficient knowledge of DPW subsidized child care regulations, policy, procedures and PELICAN data processing functions</p> <p>Assures supervisor has access to, reviews, stays current with OCDEL policy updates, commiques, announcements, and directives</p> <p>Maintains understanding of eligibility requirements, OCDEL policy and procedure, and other communications</p> <p>Assigns tasks to other staff members to accomplish specific projects</p> <p>Provides guidance, direction and support to eligibility workers in the absence of the supervisor</p> <p>(continued on reverse or next page)</p>

	<p>Coordinates work activities with other CCIS managers and develops shared business practices to assure that CCIS remains in compliance with OCDEL regulations and expectations</p> <p>Provides instructions to supervisor in implementing changes affecting day to day operations of TANF/FTANF eligibility unit</p> <p>Meets with eligibility supervisor and assigned workers to discuss and disseminate policy and procedural changes impacting delivery of services</p> <p>Engages in meetings with CAO representatives to improve child care service coordination and clarify policy</p> <p>Monitors and assures timeliness and accuracy of eligibility and service determinations made by the TANF/FTANF staff</p> <p>Reviews obligated TANF and FTANF child care funding statuses in PELICAN</p> <p>Assures supervisors and assigned workers take action to resolve overdue issues</p>
<p>Last Date Job Applications Will Be Accepted:</p>	<p>Friday, February 19, 2010</p>

RECRUITMENT METHODS:

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

- Civil Service List
- Promotion without Exam
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Two (2) years of professional level experience in the field of children, youth and families; and a bachelor’s degree;

OR

Any equivalent combination of experience and training.

2. State Civil Service Commission Approved Additional Special Requirements: None.
3. Must be a resident of Pennsylvania.
4. Must be eligible for selection in accordance with Civil Service rules.

(continued on next page)

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
 - County Caseworker 2
 - County Social Worker 1

SELECTION CRITERIA

2. Meet the minimum experience and training required for the job.
3. Meritorious service: defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting; and, (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory.
4. Seniority is defined as a minimum of 1 year in the next lower class(es) by the posting closing date of February 19, 2010.

APPLICATION INSTRUCTIONS

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply" section. **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: Jaynette Simmons (814) 451-6291

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

HOW TO APPLY – ALL CANDIDATES:

Application materials must be mailed and postmarked on or before: February 19, 2010. Late applications will not be accepted.

Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Courthouse, Room 501, Erie, PA 16501. Apply Monday through Friday, 8:30 a.m. – 4:00 p.m.

JOB APPLICATION PROCEDURES, JOB APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND CLICKING ON "JOB OPPORTUNITIES." COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

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.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK AND OFFICE OF CHILDREN AND YOUTH SPECIFIC CLEARANCES.

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 scheduled date.

If interested in applying, please send applications to:

Jaynette Simmons, Administrative Officer
Erie County Office of Personnel & Labor Relations
Erie County Courthouse
140 West Sixth Street, Suite #501
Erie, PA 16501