

Job Posting

Department: 81 - Executive Offices
Organization: 817000 - Ex Pa Comm On Crime & Dltqncy
Job Code/Title: 478805 - Director, Bureau Of Victims' Services,
Pccd

Position Number: 80369

County: Dauphin

Work Location: PA Commission on Crime & Delinquency
3101 N Front Street
Harrisburg, PA 17110

Type of Job: Non-Civil Service

Union: No Union Representation (Not subject to provisions of a union agreement.)

Bargaining Unit: A3

Seniority Unit:

Type Position: Permanent / Full Time

Salary Range: \$76,519 - \$116,265

Pay Schedule / Range: MA / MA11

Posting Length: 15 days

Posting Dates: 3/7/2016 - 3/21/2016

Contact Number: (717)787-5703

Information: Work Hours: 8:30 am to 5:00 pm

Description of Duties: The Director is responsible for carrying out the following activities in support of the Pennsylvania Commission on Crime and Delinquencies mission and goals to provide service to victims of crime in order to reduce the impact of their victimization

Administers the Victims' of Crime Act (VOCA), the STOP Violence Against Women and the Sexual Assault Services federal awards that are granted to Pennsylvania. These funds are used to support the provision of services to victims of crime via subgrants to units of local government, private providers, and state agencies. Also administers the Victims' of Juvenile Crime (VOJO) state appropriation and the Rights and Services Act (RASA) restricted revenue account. These funds provide procedural services to victims of crime. Responsible for ensuring that PCCD maintains compliance with the various conditions and regulations that are connected to these funding streams.

Responsible for overseeing the development of grant funding announcements, grant scoring processes and on-going grant management to ensure that these process are carried out consistently, objectively, and impartially.

Responsible for the administration of the Victims Compensation Assistance Program (VCAP) which provides reimbursement to victims of crime for certain out of pocket expenses. Responsible for ensuring that this program is administered consistent with the Crime Victims Act (18 P.S. §§ 11.101-11.5102) and the Crime Victims Compensation Regulations (37 Pa. Code §§ 411.1-411.53). The program reimburses approximately 7,000 victims per year totaling approximately \$13 million.

Responsible for ensuring that VCAP has sufficient public exposure so that those that are victims of crime are aware of this potential service.

Responsible for the direct supervision of the Manager of Victim Services, the Manager of VCAP, and the offices administrative assistant.

Serves as the agency's liaison to the victim services community including system-based programs, community-based programs and state-wide coalitions including the PA Coalition Against Domestic Violence and the PA Coalition Against Rape.

Responsible for providing support to the Victim's Services Advisory Committee (VSAC), a gubernatorial-appointed committee which advises the Commission and makes recommendations concerning victim related issues, requests for victim services funding, victim related legislative issues, and victim compensation issues. The VSAC is also responsible for the development of standards, methods and procedures for evaluating and monitoring victims' services.

Responsible for building collaborations with other departments and agencies such as the Department of Human Services, the Department of Education, the Department of Drug and Alcohol Services, the Juvenile Court Judges Commission, The District Attorneys Association, the Chiefs of Police Association, Juvenile Probation Departments etc.

Responds to public requests for program and or initiative information.

Required to make public presentations related to program initiatives.

Participates in program visits throughout the Commonwealth in order to remain apprised of Victim Service best practices and innovations.

Present a highly visible presence throughout the Commonwealth in promotion of office initiatives and programs.

Responsible for overseeing the State-Wide Automated Victim Information and Notification System.

Responsible for the development and implementation of the state-wide victim services online data reporting and case management system. This includes building support among the victim services community related to its utilization and utility.

Responsible for the development of operating policies and procedures in support of the above stated initiatives and ensuring that these procedures do not conflict with agency or Commonwealth procedures.

Review, analyze and interpret state and federal regulations, guidelines, directives, and circulars as they may relate to victim services.

Performs other duties as may be required.

- Essential Functions:**
1. Interpret and apply applicable rules, regulations, and policies
 2. Apply administrative policies and procedures
 3. Interpret information and make decisions
 4. Review and analyze reports and directives
 5. Analyze and resolve problems
 6. Communicate effectively, both orally and in writing
 7. Perform a full range of supervisory duties
 8. Travel as needed
 9. Establish and maintain effective working relationships
 10. Operate a personal computer and other standard office equipment

Last Date Job Applications Will Be Accepted: **Monday, March 21, 2016**

THIS IS A MANAGEMENT POSITION

Recruitment Method(s):

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

- Non-Civil Service Recruitment
- Non-Civil Service Non-Seniority
- Transfer
- Reassignment
- Voluntary Demotion

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Five years of experience in the field of victims' services which included two years in a supervisory capacity, and a Bachelor's Degree. A Master's Degree in one of the criminal justice, social work, or related disciplines may be substituted for one year of the required non-supervisory experience; OR Any equivalent combination of experience and training.
2. Pennsylvania residency requirement waived.

How to apply - all candidates:

The following materials must be mailed and postmarked on or before **Monday, March 21, 2016**:

1. Most Recent Employee Performance Review
2. Submit a request for consideration in the form of a memorandum, letter or bid form which must be accompanied by a Personal Data Sheet and a resume which reflects work history and education.

If interested in applying by mail, please send above specified materials to:

PLEASE DO NOT MAIL AN APPLICATION. Instead, please apply online at www.employment.pa.gov by clicking on Job Opportunities under the Non-Civil Service tab and selecting the "Director, Bureau of Victims' Services" position from the chart. For technical assistance with the online application, please call 717.787.5703.

The Commonwealth of Pennsylvania is an equal opportunity employer.