

The Application Supplement is the test.	TEST ANNOUNCEMENT 2016-066 ISSUE DATE JULY 6, 2016 REVISED CLOSING DATE DECEMBER 31, 2016
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**COMMONWEALTH OF PENNSYLVANIA
STATE CIVIL SERVICE COMMISSION
EXAMINATIONS
for
MEAL TRANSPORTER AND VAN DRIVER
(Local Government)**

<u>Job Title</u>	<u>Job Code</u>	<u>Starting Salary</u>
MEAL TRANSPORTER	L0885	*
VAN DRIVER	L0886	*

When completing your application, please make sure you apply for all job titles for which you want to be tested. You will NOT be permitted to add job titles after you test.

*Local government salaries vary. Contact the Human Resources Office of the local government agency where you are interested in working for specific information.

<u>VETERANS</u>	Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, visit the Commission’s website, Job Seekers page, for Veterans ; visit one of our offices; or contact us at ra-cs-vetpreference@pa.gov .
Job Locations	<ul style="list-style-type: none"> • County Area Agencies on Aging (AAAs), who currently employ Meal Transporters and Van Drivers, include Bedford, Cambria, Fulton, Huntingdon, Lebanon, Northampton, Pike and Wayne counties; other county AAAs may employ these positions at a future date • Department of Human Services employs van drivers at the Bedford County Children and Youth (C&Y) agency, and the Potter County Mental Health/Intellectual Disabilities (MH/ID) agency • Be sure to indicate on your application the counties where you will accept employment
Type of Work	<ul style="list-style-type: none"> • Full-time or part-time employment
Job Duties	<ul style="list-style-type: none"> • Provide services to senior citizens for a county AAA, or children and youth in a county C&Y or MH/ID agency • Drive a van or passenger car to transport clients and persons with physical or intellectual disabilities to and from activities or appointments • Pick-up and drop-off clients, assist those who require aid getting in and out of vehicles • Load and unload agency packages to and from vehicle, deliver hot meals to clients

	<ul style="list-style-type: none"> • Maintain daily travel log to record mileage, time, and all travel costs, and daily account for packages transported and people served in a geographical area • Perform regular vehicle mechanical and safety checks, maintain vehicle service inspection records, regularly clean vehicle inside and outside
Qualifications	<ul style="list-style-type: none"> • Must meet PA residency requirement • Employment preference may be given to residents of the counties where jobs are located • Employment preference will be granted to persons age 60+ for jobs with county AAA • Click the Job Titles and Codes below and scroll to bottom of each job specification for Minimum Experience and Training Requirements, Necessary Special Requirement, and Conditions of Employment Meal Transporter - L0885 Van Driver - L0886 • No suspension of driver’s license within last 3 years
Legal Requirements	<ul style="list-style-type: none"> • Some of the positions in these job titles come under the provisions of the Older Adults Protective Services Act • Some of the positions in these job titles come under the provisions of the Child Protective Services Law • Final candidates will need to obtain a report of criminal record information from the Pennsylvania State Police and the Pennsylvania Department of Human Services, or a statement that the State Police Central Repository contains no information relating to you • If you are a final candidate but have not been a resident for 2 years prior to the date that you received notification that you are a final candidate, you are also required to furnish a report of Federal Criminal History Record Information from the Federal Bureau of Investigation
Examination Information	<ul style="list-style-type: none"> • Score based on information reported on application and application supplement • Provide complete and accurate information or: <ul style="list-style-type: none"> ○ score may be lower than deserved ○ application processing may be delayed ○ disqualification may result • May only test <u>once</u> under this announcement • Written notice of test results provided • Previous lists will be replaced • Test and scoring differs from previous test. If taken before, may receive a different score • Testing may be announced for a specific area if needed
How to Apply	<ul style="list-style-type: none"> • Complete online application and application supplement by clicking here or visiting www.scsc.pa.gov, Job Seekers page.
Contact for Information	<p>Information or questions regarding these positions, contact:</p> <p>The county Area Agency on Aging where you are interested in working to receive the most recent information on job opportunities (located in</p>

the telephone directory under "Government – County") or click on [List of Area Agencies on Aging](#).

Bedford County Children and Youth Agency, Lisa Cairo, Administrator, at 814-623-4804; or Potter County Human Services Agency, James Kockler, Director, at 814-544-7315, to receive the most recent information on job opportunities.

Further information on testing, assistance for persons with disabilities, veterans' preference, and other items can be obtained from:

Harrisburg: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (717) 783-3058

Philadelphia: 110 North 8th St., Suite 503, Phila., 19107; Telephone (215) 560-2253

Pittsburgh: 411 Seventh Ave., Room 410, Pgh., 15219; Telephone (412) 565-7666

Telecommunications Relay Service (TRS): 711 (hearing and speech disabilities or other individuals)

Internet: www.scsc.pa.gov

PA CareerLink offices

THE COMMONWEALTH IS AN EQUAL OPPORTUNITY EMPLOYER