

You must submit [Application Supplement No. 2009-106-1](#) with your online or paper application.

TEST ANNOUNCEMENT
NUMBER 2009-106
REVISED APRIL 3, 2013

**Commonwealth of Pennsylvania
State Civil Service Commission**

Examination

for

**DRUG AND ALCOHOL PREVENTION SPECIALIST
(LOCAL GOVERNMENT)**

COMPLETING THE APPLICATION SUPPLEMENT IS THE TEST.

<u>Exam No.</u>	<u>Job Title</u>	<u>Job Code</u>	<u>Pay Schedule and Range</u>
1.	Drug and Alcohol Prevention Specialist (Local Government)	L0681	*

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

APPLICATIONS WILL BE ACCEPTED UNTIL FURTHER NOTICE.

VETERANS: 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 and opportunities for veterans, visit the Commission's website, Job Seekers page, for [Veterans](#); visit one of our offices; or call out veterans information line, (717) 787-6039.

NATURE OF WORK

This is professional work in public health education and advocacy. You will work in county drug and alcohol programs. You will provide information on alcohol, tobacco, and other drug use, abuse, and addiction to individuals, schools, families, and communities. Work also includes training others in critical life and social skills; promoting drug-free activities among target populations; identifying those who have engaged in problematic use of alcohol, tobacco, and other drugs assessing if their behavior can be modified through education and intervention; enhancing the ability of the community to provide prevention and treatment services for alcohol, tobacco, and other drug abuse disorders; and influencing the incidence and prevalence of the abuse of alcohol, tobacco, and other drugs in the general population.

JOB REQUIREMENTS

Please make sure you meet all requirements. If after reading the requirements you are not sure you qualify, contact one of the Commission's offices listed at the end of this announcement.

You are subject to Pennsylvania residency requirements and must be able to perform the essential functions of the job. Visit the Commission's website, Job Seekers page, for [PA Residency Information](#).

Conditions of Employment

You must be willing to occasionally work nights and weekends.

Minimum Requirements

One year as a Drug and Alcohol Prevention Specialist Trainee (Local Government); **OR** one year of experience in drug and alcohol prevention work and a bachelor's degree in health education, education, the social or behavioral sciences or related fields; **OR** an equivalent combination of experience and training.

Clarification of Requirements

You may substitute related education for the required experience or appropriate experience for the required education. Unrelated experience or education will not be accepted.

JOB OPPORTUNITIES **EQUAL OPPORTUNITY EMPLOYER**

These positions are located in Drug and Alcohol Programs in the following Pennsylvania counties: Bradford/Sullivan, Cumberland/Perry, Franklin/Fulton, Lancaster, Tioga, and Wayne. The locations of potential jobs will vary based on the needs of the agencies.

Lists created by this test will be used to fill future vacancies as they occur due to retirements, promotions, transfers, resignations and so forth.

Employment preference may be given to residents of the counties where the jobs are located.

Promotion preference may be given to employees who work in the counties where job openings occur.

For the most recent information on job opportunities contact the Human Resources office of the local government agency where you are interested in working (located in the telephone directory under "Government/County"), or the:

PA Office of Administration
Office of Human Resources, Executive
Offices
508B Finance Building
613 North Street
Harrisburg, PA 17120
Telephone: 717-783-5446
Internet: <http://www.ddap.pa.gov/>

TESTING

You will be rated on your experience and training. Your score will be based on information you report on your application and application supplement.

You must provide complete and accurate information. Failure to do so may delay the processing of your application, or result in a lower-than-deserved score or disqualification.

If you take the test and want to take it again, you may be retested after 6 months from the date of your "Application". A new application and application supplement are required for a retest.

If your name is on an eligible list for this job title and you take this test, your most recent examination result will be the only one counted.

TEST RESULTS

Employment and promotion lists will be established. You will be notified in writing of your test results.

HOW TO APPLY

Complete your application (and [Application Supplement No. 2009-106-1](#)) on the Commission's website, Job Seekers page, by selecting [Online Application](#), or submit your completed paper application (and paper application supplement) to:

State Civil Service Commission
ATTN: Applications
P.O. Box 569
Harrisburg, PA 17108-0569

Applications, [Application Supplement No. 2009-106-1](#) and further information can be obtained from:

1. State Civil Service Commission:

Harrisburg: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (Voice) (717) 783-3058, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (717) 772-2685

Philadelphia: 110 North 8th St., Suite 503, Phila., 19107; Telephone (Voice) (215) 560-2253, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (215) 560-4367

Pittsburgh: 411 Seventh Ave., Room 410, Pgh., 15219; Telephone (Voice) (412) 565-7666, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (412) 565-2484

Internet: <http://www.scsc.state.pa.us/>

2. PA CareerLink offices
3. The Human Resources offices listed under the "JOB OPPORTUNITIES" section of this announcement

For further information on testing, assistance for persons with disabilities, veterans' preference and other items, refer to the instructions provided with the "Application for Employment/Promotion."