

TEST ANNOUNCEMENT
NUMBER 2010-017
ISSUED SEPTEMBER 22, 2010

**Commonwealth of Pennsylvania
State Civil Service Commission**

Examinations

for

**AGING CASE AIDES
(Local Government)**

| <u>Exam No.</u> | <u>Job Titles</u> | <u>Job Codes</u> | <u>Pay Schedule and Range</u> |
|---------------------|--------------------------------------|----------------------|-----------------------------------|
| 1. | Aging Case Aide 1 (Local Government) | L0608 | * |
| 2. | Aging Case Aide 2 (Local Government) | L0609 | * |

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.

APPLICATIONS WILL BE ACCEPTED UNTIL FURTHER NOTICE.

NATURE OF WORK

You will work directly with consumers to explain services provided by community agencies and their eligibility requirements. You will interview individuals by telephone or face-to-face to gather information for a complete needs assessment. You will record consumers' personal data and prepare applications for services. You will observe the behavior and physical, mental and living conditions of consumers during home and office visits, to identify the consumers' needs and risks (e.g., physical, environmental and cognitive) and determine the appropriate services or actions. You will be required to maintain the confidentiality of consumers' personal information.

Aging Case Aides 2 (Local Government) perform advanced-level work and function independently.

JOB REQUIREMENTS

You will be tested **before** your qualifications are reviewed. Your test results will count only if you meet all job 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 must be a Pennsylvania resident, of good moral character and able to perform the essential functions of the job.

Minimum Requirements For Both Job Titles

You must pass the test.

All of the positions in these job titles come under the provisions of the Older Adults Protective Services Act. If you are a final candidate for one of these positions, you will have to obtain a report of criminal record information from the Pennsylvania State Police or a statement that the State Police Central Repository contains no information relating to you. If your background is unacceptable, you will be disqualified for employment in such positions. You will receive information about this requirement and how to obtain the required reports at the time you are being considered for employment.

JOB OPPORTUNITIES

EQUAL OPPORTUNITY EMPLOYER

These positions are in Area Agencies on Aging located throughout the State. There are 21 filled Aging Case Aide 1 (Local Government) and 56 filled Aging Case Aide 2 (Local Government) positions, distributed by county as follows:

| <u>County</u> | <u>Aging Case Aide 1</u> | <u>Aging Case Aide 2</u> | <u>County</u> | <u>Aging Case Aide 1</u> | <u>Aging Case Aide 2</u> |
|---------------|--------------------------|--------------------------|----------------|--------------------------|--------------------------|
| Allegheny | 4 | 9 | Lebanon | 0 | 1 |
| Armstrong | 1 | 1 | Lehigh | 0 | 5 |
| Beaver | 0 | 2 | Luzerne | 0 | 6 |
| Bedford | 0 | 3 | Monroe | 0 | 3 |
| Bradford | 0 | 2 | Northumberland | 2 | 0 |
| Bucks | 0 | 2 | Perry | 1 | 1 |
| Carbon | 0 | 1 | Pike | 1 | 0 |
| Centre | 2 | 0 | Potter | 0 | 1 |
| Chester | 0 | 1 | Schuylkill | 0 | 3 |
| Clarion | 1 | 0 | Somerset | 0 | 2 |
| Dauphin | 0 | 3 | Venango | 0 | 2 |
| Delaware | 4 | 1 | Wayne | 0 | 3 |
| Franklin | 0 | 1 | Westmoreland | 5 | 0 |
| Huntingdon | 0 | 1 | York | 0 | 1 |
| Lancaster | 0 | 1 | | | |

Annually, approximately 6 appointments and promotions are made from lists to Aging Case Aide 1 (Local Government) and 6 to Aging Case Aide 2 (Local Government).

Additional opportunities may occur due to normal turnover from 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.

Employment preference will be granted to individuals aged 60 and over.

For the most recent information on job opportunities contact the Area Agency on Aging where you are interested in working. The telephone numbers are in the telephone directory under "Government/County".

TESTING

The test will be administered on a computer. Information about computerized testing is available online at www.scsc.state.pa.us **OR** in paper form at any State Civil Service Commission office.

You will have a maximum of 2 1/2 hours to complete the test which will cover the following subject areas:

| <u>Subject Area</u> | <u>Number of Questions</u> |
|--------------------------------|----------------------------|
| Following Written Instructions | 20 |
| Reading Comprehension | 20 |
| Effective Expression | 20 |
| Arithmetic | <u>15</u> |
| Total | 75 |

The test will be administered in the Harrisburg, Philadelphia and Pittsburgh State Civil Service Commission offices, Monday through Friday.

The test also will be held approximately 10 days a month at additional test centers located in Allentown, Erie, Johnstown, Lock Haven, and Scranton. For further details on test dates, contact the Commission's Information Services Unit; Telephone (Voice) (717) 787-7811, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (717) 783-8896.

If you take the test and want to take it again, you may be retested after 6 months from the date of your test. You must submit a new application to be retested.

If your name is on an eligible list for these job titles 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.

These lists will replace any previous lists.

This test and scoring procedure are different from previous tests for these job titles. If you have taken the test before, you may receive a different score on this test.

HOW TO APPLY

Apply online at www.scsc.state.pa.us or submit your completed paper application to:

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

Applications 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: 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."