

<p>You must submit Application Supplement No. 2010-071-1 with your online application.</p>	<p>TEST ANNOUNCEMENT NUMBER: 2010-071 ISSUED: JUNE 16, 2013 REVISED: MARCH 4, 2015</p>
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**Commonwealth of Pennsylvania
State Civil Service Commission**

Examination

For

**RESIDENTIAL PROGRAM DIRECTORS
(Local Government)**

COMPLETING THE APPLICATION SUPPLEMENT IS THE TEST.

Exam <u>No.</u>	<u>Job Title</u>	<u>Job Code</u>	<u>Starting Salary</u>
1.	Residential Program Director 1 (Local Government)	L0791	*
2.	Residential Program Director 2 (Local Government)	L0972	*
3.	Residential Program Director 3 (Local Government)	L0793	*

*** 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.

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 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.

NATURE OF WORK

You will plan, organize, and direct the residential training and supervision of program clients in a county human services residential program. Work involves the recruitment, training, and evaluation of staff; preparation of the annual budget and monitoring and approving expenditures during the fiscal year; direct counseling and casework with clients as well as implementing and monitoring individual service plans; development of effective working relationships with local and state agencies; and performing a variety of public relations functions to explain the program and engender public support. Initiative and independent judgment are exercised within a broad framework of rules, regulations, and policies. Work is performed under the general direction of a local governing board or administrative supervisor and reviewed to determine quality and achievement of established objectives through conferences, reports, and observations. The job levels are distinguished by the size of the residential programs and the scope of responsibility.

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.

For some jobs, offers of employment will be made only if you are willing to travel. Travel expenses will be paid.

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 requirement](#).

All of the positions in these job titles come under the provisions of the Child Protective Services Law. If you are a final candidate for one of these positions, you will have to provide reports on your background from such sources as the Pennsylvania State Police and the Pennsylvania Department of Human Services. If your background is unacceptable, you will be disqualified for employment in such positions. You will receive information about these requirements and how to obtain the required reports at the time you are being considered for employment.

Minimum Requirements

Residential Program Director 1 (Local Government)

One year as a Residential Program Supervisor (Local Government); **OR** a bachelor's degree and one year of experience working with persons who have mental and/or developmental disabilities in a human services agency; **OR** three years of direct services experience in a human services agency, including two years of experience working with persons who have mental and/or developmental disabilities, one of which was in a supervisory capacity.

Residential Program Director 2 (Local Government)

One year as a Residential Program Director 1 (Local Government); **OR** a bachelor's degree and two years of experience working with persons who have mental and/or developmental disabilities in a human services agency; **OR** four years of direct services experience in a human services agency, including three years of experience working with persons who have mental and/or developmental disabilities, two of which were in a supervisory or administrative capacity.

Residential Program Director 3 (Local Government)

One year as a Residential Program Director 2 (Local Government); **OR** a bachelor's degree and three years of experience working with persons who have mental and/or developmental disabilities in a human services agency; **OR** five years of direct services experience in a human services agency, including four years of experience working with persons who have mental and/or developmental disabilities, three of which were in a supervisory or administrative capacity.

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

Positions are within Local Government Human Services agencies.

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

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

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

For the most recent information on job opportunities contact:

Lawrence County Drug and Alcohol Commission, First Merit Plaza, Suite 303, 25 North Mill Street, New Castle, PA 16101, Telephone (724) 658-5580

Tioga County Department of Human Services – Family Services, 1873 Shumway Hill Road, Wellsboro, PA 16901, Telephone (570) 724-5766

Lycoming County Children and Youth Services, 200 East Street, Williamsport, 17701, Telephone (570) 326-7895

Bedford-Somerset County Mental Health/Mental Retardation Office, 245 West Race Street, Somerset, PA 15501, Telephone (814) 443-4891

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 test. You must submit a new application and application supplement 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.

HOW TO APPLY

Complete your application (and [Application Supplement No. 2010-071-1](#)) on the Commission's website, Job Seekers page, by selecting [Online Application](#).

Applications, [Application Supplement No. 2010-071-1](#) 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 (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

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."