

COMMONWEALTH OF PENNSYLVANIA
invites applications for:



**Deputy Secretary Children Youth & Family
Services**

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY:	\$140,000.00 - \$155,000.00 Annually
JOB TYPE:	Non-Civil Service Permanent Full-time
DEPARTMENT:	Department of Human Services
LOCATION:	Dauphin County
OPENING DATE:	05/31/19
CLOSING DATE:	06/15/19 11:59 PM
JOB CODE:	U0410
POSITION NUMBER:	00092514
UNION:	Non-Union
BARGAINING UNIT:	A8
PAY GROUP:	DS01
BUREAU/DIVISION CODE:	1600
BUREAU/DIVISION:	Office of Children, Youth and Families
WORKSITE ADDRESS:	625 Forster Street
CITY:	Harrisburg, Pennsylvania
ZIP CODE:	17120
CONTACT NAME:	Joel Cortes / Mark Gottdiner
CONTACT PHONE:	717-547-3183 / 717-547-3186
CONTACT EMAIL:	jcortes@pa.gov / markgottdi@pa.gov

THE POSITION:

The Pennsylvania Department of Human Services is looking to fill the Deputy Secretary position overseeing the Office of Children, Youth and Families (OCYF).

DESCRIPTION OF WORK:

This position is responsible for the leadership, management, oversight, organizational direction and implementation of statewide programs and fiscal policies for the Office of Children, Youth and Families (OCYF). The employee is also responsible for setting the direction and implementation of statewide legislation, regulations, policies and procedures for the oversight of social and child welfare services provided through county children and youth agencies, through direct grants or contracts with private

providers and serves as the principal advocate for children and family service issues in the Commonwealth.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Seven years of professional experience in the development, implementation, and evaluation of a human services or social services program including four years in a supervisory capacity, and a master's degree; or

An equivalent combination of experience and training including four years in a supervisory capacity in a human services or social services program.

PREFERRED EXPERIENCE: in addition to the above criteria, the successful candidate should possess five years of professional experience in child welfare systems.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #S-2019-48466
DEPUTY SECRETARY CHILDREN YOUTH & FAMILY SERVICES
AH

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer

Deputy Secretary Children Youth & Family Services Supplemental Questionnaire

- * 1. This position is in Harrisburg, Dauphin County, Pennsylvania. Are you willing and able to work in Harrisburg, Pennsylvania?
 - Yes
 - No
- * 2. What level of education do you have?
 - Master's degree (or greater)
 - Bachelor's degree
 - Associate degree
 - Some college
 - High school diploma (or equivalent)
 - Other
 - None
- * 3. How many years of experience do you have in developing, implementing, and evaluating human services or social services programs?
 - None
 - Less than 1 year
 - 1-less than 3 years
 - 3-less than 5 years
 - 5-less than 7 years
 - 7-less than 10 years
 - 10+ years
- * 4. Please describe your experience in developing, implementing and evaluating human services or social services programs. (If none, type N/A.)
- * 5.

How many years of supervisory experience do you have in human services or social services programs?

- None
- Less than 2 years
- 2-less than 4 years
- 4-less than 6 years
- 6+ years

- * 6. Please describe your supervisory experience in human services or social services programs. (If none, type N/A.)

- * 7. How many years of experience do you have in the area of child welfare systems?
 - None
 - Less than 1 year
 - 1-less than 3 years
 - 3-less than 5 years
 - 5-less than 7 years
 - 7-less than 10 years
 - 10+ years

- * 8. Please describe your experience in the area of child welfare systems. (If none, type N/A.)

- * 9. How many years of experience do you have with state and federal funding streams and requirements related to those funds as associated with the programs in OCYF?
 - None
 - Less than 1 year
 - 1-less than 3 years
 - 3-less than 5 years
 - 5-less than 7 years
 - 7-less than 10 years
 - 10+ years

- * 10. Please describe your level of understanding of the state and federal funding streams and requirements related to those funds as associated with the programs in OCYF. (If none, type N/A.)

- * 11. How many years of experience do you have working with multiple partners to advance human services or social services initiatives?
 - None
 - Less than 1 year
 - 1-less than 3 years
 - 3-less than 5 years
 - 5-less than 7 years
 - 7-less than 10 years
 - 10+ years

- * 12. Please describe your experience working with multiple partners to advance human services or social services initiatives. (If none, type N/A.)

- * 13. How many years of experience do you have managing a large and diverse team?
 - None
 - Less than 1 year

- 1-less than 3 years
- 3-less than 5 years
- 5-less than 7 years
- 7-less than 10 years
- 10+ years

* 14. Please describe your experience managing a large and diverse team. (If none, type N/A.)

* 15. How do you approach communication with executive leadership, managers and line staff?

* Required Question