



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Administrative Officer 2

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

SALARY: \$49,076.00 - \$74,641.00 Annually

JOB TYPE: Civil Service Permanent Full-Time

DEPARTMENT: State Employees' Retirement System

LOCATION: Dauphin County

OPENING DATE: 09/21/18

CLOSING DATE: 10/05/18 11:59 PM

JOB CODE: 08640

POSITION NUMBER: 00074187

UNION: Management

BARGAINING UNIT: A3

PAY GROUP: ST07

BUREAU/DIVISION CODE: 4020

BUREAU/DIVISION: Budget, Procurement and Operations Division

WORKSITE ADDRESS: 30 North 3rd street

CITY: Harrisburg, PA

ZIP CODE: 17101

CONTACT NAME: Jim Ditty

CONTACT PHONE: 717.237.0395

CONTACT EMAIL: jameditty@pa.gov

THE POSITION:



GENERAL INFORMATION

Work Hours

- 1 hour lunch options: 7:30-4:00, 7:45-4:15, 8:00-4:30
- 1/2 hour lunch options: 8:00-4:00, 8:15-4:15, 8:30-4:30

Supervisor - Dawn Miller, Administrative Officer 3

POSITION PURPOSE

This position acts as the SERS' Continuity of Operations (COOP), Emergency Preparedness, and Safety Program Administrator. The employee provides the Executive Director, senior management and agency staff, and others with support, training, and direction as they pertain to COOP related emergencies and disasters, both potential and realized. Provides direction and assistance for emergency recovery and after action reporting for emergencies and disasters.

Additionally, this position provides support to the Director of the Budget, Procurement, and Operations Division within the Office of Finance and Administration by ensuring the accuracy of SERS' Contract Tracking System (CTS), managing agency record retention schedules, and assisting with procurement related services.

DESCRIPTION OF WORK:

Essential Functions:

- Functions as agency COOP, emergency preparedness, evacuation, safety, security, & contract tracking administrator
- Interprets and applies policies, processes, and procedures
- Compiles data and prepares reports
- Analyzes information in order to make decisions and recommendations related to areas of responsibility
- Manages the agency's records retention program and updates the annual schedule
- Performs purchasing functions including monitoring appropriations and processing invoices/purchase orders
- Communicates effectively - oral and written
- Maintains effective working relationships
- Uses position-specific software and applications and standard office equipment
- Adapts to fluctuating workloads and priorities

RESPONSIBILITIES

COOP AND EMERGENCY PREPAREDNESS/RECOVERY PROGRAM

Serves as the agency's Continuity of Operations Plan (COOP) administrator.

Works closely with the agency's Executive Director, all Office/Bureau Directors, and the Office of Information Technology (OIT) staff to formulate agency goals and objectives related to COOP and emergency preparedness in the event of an incident or event that threatens agency personnel, visitors, business partners, buildings, or mission critical business systems.

Works with team leaders to identify key processes, operational requirements, and technology needs to administer and implement the agency's COOP to address the varied operational needs of a large and diverse public pension plan.

Ensures lines of succession and delegation of authority are in place and communicated to all parties.

Determines the necessary actions as they pertain to resuming business functions post event(s). Gains subject matter understanding and maintains expertise in pension-related management best practices for COOP/business continuity planning.

Plans, organizes, and chairs COOP related meetings with agency staff to discuss issues under consideration.

Reviews agency programs, policies and legislation to identify and recommend changes which may be necessary to align the agency's COOP/emergency preparedness functions with the strategic goals of the agency. Independently consults with Office/Bureau Directors to develop and implement effective policies and procedures for the continued operation of business functions within their areas of responsibility.

Trains appropriate staff to ensure functionality during COOP event(s).

Prepares management information reports and analytical reports as required.

Develops, conducts and maintains the agency emergency-related training that includes awareness programs for employees at all levels as well as training for emergency response situations. Develops incident/disaster scenarios, coordinates and facilitates semi-annual drills/exercises, documents

corrective actions and conducts reviews with all team leaders. Implements any changes, additions, or deletions to the plan accordingly. Enters all scheduled and intermittent changes on the SERS COOP website. Ensures that plan is completed and maintained. Tests functionality of systems and processes. Evaluates vendors and business partners for business continuity and disaster recovery risk.

Recommends implementation of the COOP in the event of an emergency and initiates the call-down list. Pre-determines human capital necessary to perform essential functions based on event. Provides expertise and support to management and functional areas when business disruption occurs.

Subscribes to e-alerts to receive notices of Capitol Complex closings/delays, contacts SERS' Executive Director for discussion/direction, and records a greeting on the SERS' hotline which is accessed by SERS' employees to confirm non-standard business hours related to delays or closings.

SECURITY

Serves as the agency's Security Coordinator.

Provides the necessary training, support, vendor communication, maintenance, recommendations as they pertain to the agency's burglary, heat/humidity, and monitoring center alarms.

Responds to security alarm notifications received from contracted vendor to advise on necessary action required to resolve potential issues.

EMERGENCY EVACUATION

Serves as the agency's Emergency Evacuation Coordinator.

Maintains emergency evacuation procedures, including procedures for the identification and evacuation of individuals requiring assistance.

Coordinates evacuation drills with the property manager.

Conducts trainings.

SAFETY COORDINATOR

Serves as the agency's Safety Coordinator.

Creates, maintains, and regularly reviews all mandatory program elements and appropriate protocols for the agency's Accident and Illness Prevention Program (AIPP).

Ensures the agency's safety program is compliant with laws, regulations, standards, guidelines, management directives, and collective bargaining agreements.

Maintains documentation, files reports and forms. Provides requested information as necessary to comply with the requirements of the PA Department of Labor and Industry, Bureau of Workers' Compensation, and the Governor's Office of Administration.

Establishes and monitors safety program goals and objectives.

Ensures work sites are inspected to identify hazards and that identified hazards are addressed.

Investigates workplace accidents and takes action to prevent similar occurrences.

Analyzes loss data and prepares reports to determine effectiveness and identify injury trends.

Chairs the agency's Safety Committee which is comprised of a representative group of management and union-covered employees.

Provides safety-related communications, education, and training to employees.

Ensures that prompt access to first aid, CPR and/or automatic external defibrillators (AED) is available either through the local emergency service or by having trained first responders available throughout the agency.

Attends safety trainings, briefings, and meetings offered by the OA and the commonwealth's contracted safety consultants.

Collaborates with SERS-Human Resources Division where the safety program overlaps with HR

responsibilities for training, workers' compensation, workplace violence, and the State Employees' Assistance Program (SEAP).

PROCUREMENT AND GENERAL RESPONSIBILITIES

Oversees the use and maintenance of the Contract Tracking System, which consists of running monthly reports from the system, checking for duplicate entries, completion of entries, closure of expired contracts, and working with the responsible individuals to correct any discrepancies, errors, or duplications. Runs monthly report showing upcoming expiring contracts and notifies appropriate individuals of such expirations.

Contacts and conducts business with outside entities providing services to SERS, such as the State Treasury, Public School Employees' Retirement System, external consultants, and commercial vendors. Closely monitors the required contractual services provided by external consultants and commercial vendors that support the ongoing operations of SERS.

Uses SAP and Business Warehouse reports to effectively monitor the agency's appropriations. Performs ad hoc reporting as it pertains to procurement and agency spending. Provides explanations of fiscal data discrepancies upon request. Reviews procurement/financial transactions for accuracy and completeness.

Processes invoices for payment. Enters invoice information into an Excel tracking spreadsheet, researches payment history for vendors, enters invoice information into a tracking database. Pre-audits invoices to ensure receipt of item, availability of funding, accuracy of vendor information, amount of invoice, rates referenced, account coding, applicable SAP related document number, completeness and compliance with the commonwealth's procurement guidelines. Works with outside vendors to resolve any identified discrepancies or outstanding deliverable issues.

Receives requests from agency staff for goods/services and creates the appropriate purchasing documents in accordance with the Department of General Services procurement manual. Obtains the necessary approvals for procurement related documents through workflow process.

Maintains Contractor Responsibility Program (CRP) for the agency through the on-line CRP system. Contacts vendors regarding payment blocks due to contractor responsibility issues.

Distributes the agency's record retention schedule to bureau managers on an annual basis to request their review of the document and provide any potential updates. Verifies the requested changes and incorporates the changes accordingly. Communicates any requested changes to the Pennsylvania Historical Museum Commission.

Performs related duties as required.

DECISION MAKING

Individual is responsible for exercising substantial independent judgment when performing all duties but has direct access to supervisor. Performs responsible management functions with agency-wide application to include support to the Executive Director and senior management during a COOP or security event.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

MINIMUM EXPERIENCE AND TRAINING

You must meet the minimum experience and training for the job title.

One year as an Administrative Officer 1; **or** Three years of experience in progressively responsible and varied office management or staff work, including experience in personnel management, budgeting, or procurement; and a bachelor's degree; **or** Any equivalent combination of experience and training.

PA RESIDENCY

Pennsylvania residence is required.

RECRUITMENT METHODS

You must be eligible for selection in accordance with civil service rules. Applicants must meet one of the following methods to be considered for this vacancy:

- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement
- Promotion Without Exam (PWOE)
 - Promotion provisions are not subject to the collective bargaining agreement or memorandum of understanding.
 - You must have or have held regular civil service status in one of the following classifications:
 - Administrative Officer 1
 - Or have held regular civil service status in a pay range ST06 (or equivalent) position for which the appointing authority can establish a logical, occupational, functional, or career developmental relationship to the higher position.
- You must meet meritorious service criteria defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of this posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
- You must meet seniority criteria defined as a minimum of one year in the next lower class(es) by the posting close date.

APPLY

The following material must be submitted with the online application:

- Resume
- Employee performance review: most recent regular or probationary review or indicate that one is not available
- Letter (voluntary demotion only): indicate you will accept the appropriate reduction in pay

Applicants should apply online. Visit www.employment.pa.gov. Click on the Open Jobs tile. From the menu in the upper left corner of the screen, select the PA Internal Job Postings link. Open the relevant job announcement and from within the announcement, click the green Apply button. Use the point of contact listed above if you are unable to apply online and require assistance with an alternate application method.

Failure to comply with the above application requirements will eliminate you from consideration for this position. Please use the contact information provided for assistance.

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

Position #I-2018-24684
ADMINISTRATIVE OFFICER 2
JD

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

jobs@pa.gov

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