



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Executive Assistant

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

SALARY: \$64,020.00 - \$97,213.00 Annually
JOB TYPE: Non-Civil Service Permanent Full-time
DEPARTMENT: SL State Employees' Retirement System
LOCATION: Dauphin County
OPENING DATE: 08/23/18
CLOSING DATE: 09/04/18 11:59 PM

BUREAU/DIVISION: Executive Director's Office
WORKSITE ADDRESS: 30 North Third
CITY: Harrisburg, Pennsylvania
ZIP CODE: 17101
CONTACT NAME: Katie Mathews, Human Resource Director
CONTACT PHONE: 717.237.0242
CONTACT EMAIL: kmathews@pa.gov

THE POSITION:



Did you click on this job thinking you'd be the perfect hire for clerical, secretarial, or administrative support work? Then this is **NOT** the right position for you! Don't be fooled by the job title – this is not assistant work. This Executive Assistant is the "right-hand" to SERS' Executive Director. It's a management position with significant responsibility for carrying out the Director's initiatives. Be prepared to research, write comprehensive reports, make data-driven recommendations, and coordinate projects across program areas.

Work Hours: Monday through Friday from 8:00 a.m. – 5:00 p.m. with a one-hour meal period.

DESCRIPTION OF WORK:

As Executive Assistant you will have substantial involvement and responsibility for the agency's strategic planning, project management, and board education programs. You must have experience in compiling and analyzing data and transforming it in to actionable recommendations that can be used in decision-making and initiative prioritization by senior-level staff. We're looking for a skilled communicator who can comfortably engage with Board members as well as all levels within the agency.

You will regularly be involved in sensitive discussions and you will have access to confidential information, so discretion is a must!

View the full position description [here](#).

Created in 1923, SERS is one of the nation's oldest pension plans. SERS manages the pension benefits of approximately 240,000 employees and retirees for 102 public sector employers. In 2017, SERS paid about \$3.3 billion in benefits and managed more than \$29 billion in assets.

Apply now to become a part of our team and help us achieve our mission of providing retirement benefits and services to our members through sound administration and prudent investments.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Six years of professional experience in administrative management or staff work, three of which must have been in a large public agency; and such training as may have been gained through graduation from a four year college or university supplemented by graduate work in public administration to the level of a Master's Degree;

OR

Any equivalent combination of experience and training.

*** A cover letter and resume must be submitted with this online application.**

* Applicants will be **unable** to edit or attach additional information to an application once it has been submitted. To make edits or attach additional documents after your initial submission, you will need to reapply.

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

Position #N-2018-22132
EXECUTIVE ASSISTANT
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OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer

Executive Assistant Supplemental Questionnaire

- * 1. What is your highest completed degree from an accredited U.S. college or university or a certified foreign studies equivalency?
 - Master's degree or greater
 - Bachelor's degree
 - Associate's degree
 - No degree
- * 2. How many years of professional experience do you have in administrative management or staff work? This is defined as work in an office environment developing procedures and/or reviewing, processing, implementing, or monitoring program area information. Activities may have included work simplification, information management, records management, financial management, purchasing, budgeting, public relations, and/or human resources.
 - 6 + years
 - 1 day - Less than 6 years
 - No experience
- * 3. Briefly describe your administrative management or staff work as mentioned in the previous question, or type "not applicable" in the text field.

- * 4. How many years of experience do you have in administrative management or staff work in a public (government) agency?
 - 3 + years
 - 1 day - Less than 3 years
 - No experience
- * 5. List the public (government) agency(ies) you have experience in, as mentioned in the previous question, or type "not applicable" in the text field.
- * 6. How many years of experience do you have convening, chairing, or leading committees, work groups, task forces, project teams, or other similar groups?
 - 5 + years
 - 2 years - Less than 5 years
 - 1 day - Less than 2 years
 - No experience
- * 7. Briefly explain your experience convening, chairing, or leading committees, work groups, task forces, project teams, or other similar groups as mentioned in the previous question, or type "not applicable" in the text field.
- * 8. How many years of experience do you have in handling highly sensitive and confidential information?
 - 5 + years
 - 2 years - Less than 5 years
 - 1 day - Less than 2 years
 - No experience
- * 9. How many years of experience do you have in identifying data sources, analyzing the information, and compiling results in report format?
 - 5 + years
 - 2 years - Less than 5 years
 - 1 day - Less than 2 years
 - No experience
- * 10. How many years of experience do you have supporting a board or commission?
 - 5 + years
 - 2 years - Less than 5 years
 - 1 day - Less than 2 years
 - No experience
- * 11. How many years of experience do you have participating in strategic planning?
 - 5 + years
 - 2 years - Less than 5 years
 - 1 day - Less than 2 years
 - No experience
- * 12. Briefly explain your strategic planning experience as mentioned in the previous question, or type "not applicable" in the text field.
- * 13. Have you attached/uploaded a copy of your cover letter?

- Yes
- No

* 14. Have you attached/uploaded a copy of your resume?

- Yes
- No

* 15. This position is located in Dauphin County, Harrisburg, Pennsylvania. The employer will not pay for relocation, housing, or travel expenses. Are you willing to work in and commute to this location?

- Yes
- No

* Required Question

Commonwealth of Pennsylvania	
POSITION DESCRIPTION FOR JOB POSTING	
Position Number: 00125762	Description Activated On: 8/1/2018 8:51:51 AM
<p>Position Purpose: Describe the primary purpose of this position and how it contributes to the organization’s objectives. Example: <i>Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.</i></p> <p>This position exists to coordinate special projects and to provide support for the Executive Director’s initiatives. Efforts are directed toward developing and maintaining executive-level programs and in compiling information, analyzing data, and making recommendations which will be used in decision-making by SERS’ Board and Executive Director.</p>	
<p>Description of Duties: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: <i>Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.</i></p> <p>STRATEGIC PLANNING</p> <p>Develop, document, and monitor the agency’s strategic business plan. This requires understanding what the organization’s current strategy is, what has been tried in the past, and where the agency wants to be in the future (“strategic intent”).</p> <p>Work with senior management and SERS Board to understand agency challenges. Compile reports documenting concerns, propose solutions, and develop business plans to address identified deficiencies.</p> <p>Collect and analyze data, translate to meaningful information, and use information to support executive decision-making and agency continuous improvement efforts.</p> <p>Assist Executive Director in working with SERS Board through consultative, data-driven engagements to drive actionable decision-making.</p> <p>Identify and schedule vendors to facilitate strategic planning discussions with SERS Board and senior management. Plan, coordinate, and arrange for offsite retreats for SERS Board and senior management.</p> <p>PROJECT MANAGEMENT</p> <p>Coordinate agency initiatives across business areas, with other commonwealth agencies, and with contracted vendors.</p> <p>Develop project plans and timelines to support engagement efforts and assist in the smooth and thorough execution of projects.</p> <p>Partner with senior management to align individual program area goals and projects with overall agency vision, mission, and guiding principles. Coordinate allocation of resources – funding, personnel, and technology – to ensure proper allocation consistent with priorities and deadlines. Identify constraints that may impede or prevent projects from being completed on time and escalate issues as necessary.</p> <p>Establish key performance indicators and performance targets for projects. Monitor and report on progress toward goal achievement. Recommend solutions to keep initiatives on schedule and moving forward.</p> <p>Conduct after action reviews and prepare appropriate written reports summarizing findings and analysis</p>	

from executed initiatives.

BOARD EDUCATION

Develop and revise a formal Board Member orientation and education program that addresses core competencies as established in the SERS Board Education Policy. Ensure members receive new member orientation or refresher training, as appropriate; encourage use of mentors, and manage established education and training budget.

Develop board education training plans.

Identify and schedule training opportunities. Seek out local, low-cost opportunities and leverage technologies when possible to record trainings and make accessible for future viewing.

Create, issue, review, and retain Board self-assessments.

Oversee the Board orientation process. Update and maintain Board orientation materials.

OFFICE OF PERFORMANCE THROUGH EXCELLENCE

Serve as the agency's liaison to the Governor's Office of Performance Through Excellence.

Serve as the agency's designated LEAN ninja tasked with identifying and pursuing continuous improvement opportunities within the agency using lean best practices. This includes collaborating with senior program staff to resolve backlogs, improve workflow, and increase quality to better meet needs of internal and external customers.

Coordinate agency efforts to modernize government operations and respond to initiatives and data collection requests for GO-TIME which stands for Governor's Office-Transformation, Innovation, Management, and Efficiency.

MISCELLANEOUS

Research, prioritize, and follow-up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response.

Work closely and effectively with the Executive Director to keep informed of upcoming commitments and responsibilities and follow up appropriately. Sense issues taking place in the environment and keeps the Executive Director updated.

Edit and complete first drafts for written communications to stake holders if not assigned to SERS-Communications and Policy Office.

Represent the Executive Director at internal and external meetings. Actively engage in meeting discussions and ensure the Executive Director's and SERS' Board messaging, directives, and initiatives are convincingly articulated, considered, and upheld.

Work with SERS-Budget, Procurement and Operations Division on procurement actions for cross-program initiatives including developing statements of work and scoring bids.

Compile information for Right to Know Law Requests (RTKL), Public Pension Management and Asset Investment Review Commission data requests, and Board member information requests.

Respond to pension and government surveys.

Compile statistics and prepares various ad hoc reports.

Work with SERS-Communications and Policy Office and SERS-Legal Office on the formulation or analysis of policies intended to ameliorate pension-related issues.

Work with SERS' Compliance Officer to identify and address compliance and governance concerns related to Board Members and their designees.

Prepare non-routine, specialized, or sensitive correspondence on behalf of the Executive Director.

Oversee Board day activities and oversee the Board security guard contracted for Board meetings.

Perform related duties as required.

Decision Making: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor's signature.*

The Executive Director provides broad, high-level direction and expected outcomes. The incumbent is tasked with determining necessary steps to achieve identified objectives. Incumbent is granted significant decision-making latitude and is expected to exercise independent judgment and initiative in completion of work. The nature of work requires constant re-prioritizing and tracking of information and initiatives. Emphasis is placed on interpreting data and information and transforming it in to actionable recommendations that the Executive Director can use in decision-making and initiative prioritization.

Incumbent must regularly prioritize conflicting needs, handle matters expeditiously and proactively, and follow through on projects to successful completion, often with deadline pressures.

Requirements Profile: Identify any specific experience or requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the position. Position-specific requirements should be consistent with a Special Requirement or other criteria identified in the classification specification covering this position. Example: *Experience using Java; Professional Engineer License*

Experience:

Licenses, registrations, or certifications:

1. N/A
2. N/A
3. N/A
- 4.
- 5.
- 6.

Essential Functions: Provide a list of essential functions for this position. Example: *Transports boxes weighing up to 60*

pounds.

1. Compile and analyze data using quantitative and qualitative analysis
2. Conduct careful, systematic, and empirical studies
3. Prepare written reports which are logically and clearly organized
4. Identify solutions and make recommendations
5. Maintain confidentiality and handle sensitive information with discretion
6. Adapt to fluctuating workloads and priorities
7. Establish and maintain effective working relationships
8. Communicate effectively – written and oral
9. Use standard office equipment, programs, websites, applications, etc. 10.