|  |  |
| --- | --- |
| Commonwealth of Pennsylvania Logo | **COMMONWEALTH OF PENNSYLVANIA**  **invites applications for:**  **Early Learning Program Certification Representative**  The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity. |

|  |  |
| --- | --- |
| **SALARY:** | $51,560.00 - $78,416.00 Annually |
| **JOB TYPE:** | Civil Service Permanent Full-Time |
| **DEPARTMENT:** | Department of Human Services |
| **LOCATION:** | Allegheny County |
| **OPENING DATE:** | 11/03/20 |
| **CLOSING DATE:** | 11/17/20 11:59 PM |
| **JOB CODE:** | 43601 |
| **POSITION NUMBER:** | 00195759, 50602216, 50602219, and 50602220 |
| **UNION:** | SEIU Local 668 |
| **BARGAINING UNIT:** | F4 |
| **PAY GROUP:** | ST07 |
| **BUREAU/DIVISION CODE:** | 1829 |
| **BUREAU/DIVISION:** | Bureau of Certification Services, Western Region |
| **WORKSITE ADDRESS:** | 11 Stanwix Street |
| **WORKSITE ADDRESS:** | Room 240 |
| **CITY:** | Pittsburgh |
| **ZIP CODE:** | 15222 |
| **CONTACT NAME:** | Abigail O'Shura |
| **CONTACT PHONE:** | 717-772-2219 |
| **CONTACT EMAIL:** | aoshura@pa.gov |
| **THE POSITION:** | |
| Working as an Early Learning Program Certification Representative provides these benefits:   * Work from home after 12 months on the job * Independently manage workload with minimal oversight * Set own schedule * Must be willing to travel.  Travel expenses will be paid.   **IMPORTANT:  YOU MUST APPLY TO THIS VACANCY POSTING, MEET ELIGIBILITY REQUIREMENTS, COMPLETE THE SUPPLEMENTAL QUESTIONS AND RECEIVE A SCORE.  YOUR SCORE IS ONLY VALID FOR THIS SPECIFIC VACANCY.  ONCE THIS POSITION IS FILLED, YOUR SCORE IS NO LONGER VALID.**   * Full-time employment * Work hours: 8:30 AM - 5:00 PM; Monday through Friday with a 1 hour lunch period * More than one position may be filled from this vacancy announcement. * Overtime as needed.  Overtime will be paid. | |
| **DESCRIPTION OF WORK:** | |
| This is a rewarding position if you have a passion for children and want to ensure that they learn, grow, and play in safe and healthy environments. As an ELP Cert Rep you conduct inspections of child care facilities and assess compliance with regulations that are in place to ensure the health and safety of children in regulated childcare settings. You are responsible to conduct complaint investigations when allegations of regulatory noncompliance are alleged. You also investigate allegations of illegally operating facilities. You travel extensively to facilities located in urban, suburban and rural areas of the Commonwealth. You are on the leading edge of regulatory and policy changes that impact children and families throughout the Commonwealth of Pennsylvania. | |
| **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:** | |
| **Qualifications:**   * Must meet [PA residency requirement](https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx) – For more information on ways to meet PA residency requirements, follow the [link](https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx) and click on Residency * **Minimum Experience and Training Requirements:**Two years of professional experience providing direct services to children and youth **and** a bachelor’s degree that includes 24 semester hours of college level courses in early childhood education, child development, special education, elementary education, psychology, or human development; **OR** an equivalent combination of professional experience and training, which includes one year of professional experience providing direct services to children and youth and 24 semester hours of college level courses in early childhood education, child development, special education, elementary education, psychology, or human development. * This posting requires submission of a copy of your college transcript(s).  Unofficial transcripts are acceptable.  You may upload your document as an attachment during the application process.  You must still complete the application and answer the supplemental questions.  All documents MUST be uploaded prior to the submission of your application. * Must be able to perform essential job functions   **Legal Requirements:**   * This position falls under the provisions of the Child Protective Services Law.  Under the Law, a conditional offer of employment will require submission and approval of satisfactory criminal history reports, including but not limited to, PA State Police, Child Abuse history clearance, and FBI clearance.   **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, go to [www.employment.pa.gov/Additional%20Info/Pages/default.aspx](http://www.employment.pa.gov/Additional%20Info/Pages/default.aspx) and click the Veterans' Preference tab or contact us at [ra-cs-vetpreference@pa.gov](mailto:ra-cs-vetpreference@pa.gov).  Telecommunications Relay Service (TRS):  711 (hearing and speech disabilities or other individuals)  The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce.  The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania.  The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law.  All diverse candidates are encouraged to apply. | |
| **EXAMINATION INFORMATION:** | |
| * **Score valid for this specific posting only** * Score based on information reported on application and supplemental questions * Provide complete and accurate information or:   + score may be lower than deserved   + application processing may be delayed   + disqualification may result * May only test once under this announcement * Email notice of test results provided | |

|  |  |
| --- | --- |
|  | |
| APPLICATIONS MAY BE FILED ONLINE AT:  [http://www.employment.pa.gov](http://www.employment.pa.gov/)  OUR OFFICE IS LOCATED AT: 613 North Street Harrisburg, PA 17120   [jobs@pa.gov](mailto:jobs@pa.gov)  An Equal Opportunity Employer | Job #CS-20202800-43601 EARLY LEARNING PROGRAM CERTIFICATION REPRESENTATIVE OE |
| **Early Learning Program Certification Representative Supplemental Questionnaire** | |

|  |  |  |
| --- | --- | --- |
|  | | |
| \* | 1. | How many years of full-time professional experience do you possess providing direct services to children and youth? |
|  | | Checkbox 2 years or more Checkbox 1 year to less than 2 years Checkbox Less than 1 year Checkbox None |
| \* | 2. | If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below. |
|  | | |
| \* | 3. | Have you completed 24 semester hours of college-level courses in early childhood education, child development, special education, elementary education, psychology, or human development?  If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add transcript(s) to the application after it has been submitted.  If you answer "Yes" to this question based on education acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit [**https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3**](https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3) and click on Other Information. |
|  | | Checkbox Yes Checkbox No |
| \* | 4. | Have you completed any graduate coursework in early childhood education, child development, special education, elementary education, psychology, or human development?  If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add transcript(s) to the application after it has been submitted.  If you answer "Yes" to this question based on education acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit [**https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3**](https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3) and click on Other Information. |
|  | | Checkbox Yes Checkbox No |
| \* | 5. | You must complete the supplemental questions below. These supplemental questions are the exam and will be scored. They are designed to give you the opportunity to relate your experience and training background to the major activities (Work Behaviors) performed in this position. Failure to provide complete and accurate information may delay the processing of your application, or result in a lower-than-deserved score or disqualification. You may attach a resume, but you **must** also complete the application **and** answer the supplemental questions. Resumes, cover letters, and similar documents will not be reviewed for the purposes of determining your eligibility for the position or to determine your score.  All information you provide on your application and supplemental questions is subject to verification. Any misrepresentation, falsification or omission of material facts is subject to penalty. If requested, you must provide documentation, including names, addresses, and telephone numbers of individuals who can verify the validity of the information you provide in the application and supplemental questions.  Read each work behavior carefully. Determine and select which "Level of Performance" most closely represents your highest level of experience/training. List the employer(s)/training source(s) from your Work or Education sections of the application where you gained this experience/training. **The "Level of Performance" you choose for each work behavior must be clearly supported within the description of the experience and training information entered in your application or your score may be lowered.** In order to receive credit for experience, you must have worked in a job for at least six months in which the experience claimed was a major function.  **If you have read and understand these instructions, please click on the "Yes" button and proceed to the exam questions.** |
|  | | Checkbox Yes |
| \* | 6. | **WORK BEHAVIOR 1 – CONDUCTING INSPECTIONS**  Conducts inspections of potential and participating childcare related service providers such as child care centers, group child care homes and family child care homes, to ensure compliance with legal, regulatory, and policy requirements. This includes gathering information through observation, assessing facility records, counting number of children and teachers, and measuring area of rooms, depth of mulch, etc. Determines appropriate actions to resolve violations when applicable. |
|  | | Checkbox A. I have conducted THIRD-PARTY inspections of CHILD CARE RELATED SERVICE PROVIDERS such as child care centers, group child care homes, and family child care homes to ensure compliance with legal, regulatory, and policy requirements. Checkbox B. I have conducted THIRD-PARTY inspections of other regulated businesses/facilities where persons are cared for (i.e hospitals, nursing homes, personal care homes, etc.) to ensure compliance with legal, regulatory, and policy requirements. Checkbox C. I have conducted INTERNAL inspections of (a) CHILD CARE RELATED SERVICE PROVIDER(S) for which I was employed to ensure compliance with legal, regulatory, and policy requirements (Quality Assurance, Supervisor, day care owner) OR I have college-level education related to this work behavior (i.e. investigation procedures, criminal investigations, rules of evidence). Checkbox D. I have no education or experience related to this work behavior. |
| \* | 7. | In the text box below, please describe your experience as it relates to the level of performance you claimed on this work behavior. Please be sure your response addresses the items listed below. If you indicated you have no work experience related to this work behavior, type N/A in the box below.   1. The name of the employer where you gained this experience 2. The type(s) of businesses or facilities you inspected 3. The actual duties you performed 4. Your level of responsibility (third-party inspector or internal inspector) |
|  | | |
| \* | 8. | If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.   1. College/University 2. Course Title 3. Credits/Clock Hours |
|  | | |
| \* | 9. | **WORK BEHAVIOR 2 – INTERVIEWING**  Interviews complainants, witnesses, children, parents, and daycare staff to ascertain facts and secure information in order to substantiate or disprove allegations of violations of law, rules or regulations relative to childcare related service providers. This may take place in cooperation with other agencies such as the local police or the Office of Children and Youth. |
|  | | Checkbox A. I have conducted interviews to ascertain facts and secure information in order to substantiate or disprove allegations of violations of law, rules or regulations relative to child care related service providers. Checkbox B. I have conducted interviews to ascertain facts and secure information in order to substantiate or disprove allegations of violations of law, rules or regulations NOT RELATIVE TO child care related service providers. Checkbox C. I have conducted interviews for purposes OTHER THAN to substantiate or disprove allegations of violations of law, rules or regulations (employment interviews, in-take interviews) OR I have training related to this work behavior (i.e. interviewing methods, counseling, or developmental listening). Checkbox D. I have no experience or training related to this work behavior. |
| \* | 10. | In the text box below, please describe your experience as it relates to the level of performance you claimed on this work behavior. Please be sure your response addresses the items listed below. If you indicated you have no work experience related to this work behavior, type N/A in the box below.   1. The name of the employer where you gained this experience 2. The type(s) of interviews you conducted 3. The purpose of the interviews you conducted 4. Your level of responsibility |
|  | | |
| \* | 11. | If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.   1. Training Source 2. Course Title 3. Credits/Clock Hours |
|  | | |
| \* | 12. | **WORK BEHAVIOR 3 – TECHNICAL GUIDANCE**  Reads and interprets laws, regulations, policies, and department standards governing child care related service providers. Provides explanations and technical guidance to potential and participating providers, illegal operators, governmental agencies and the public. |
|  | | Checkbox A. I have read and interpreted laws, regulations, policies, and department standards governing child care related service providers. I provided explanations and technical guidance to potential and participating child care related service providers, illegal operators, governmental agencies and the public. Checkbox B. I have read and interpreted laws, regulations, policies, and department standards governing OTHER REGULATED BUSINESSES/FACILITIES WHERE PERSONS ARE CARED FOR (hospitals, nursing homes, personal care homes). I provided explanations and technical guidance to potential and participating patient care providers, illegal operators, governmental agencies and the public. Checkbox C. I have read and interpreted laws, regulations, policies, and department standards governing child care related service providers. I provided explanations and technical guidance to SUBORDINATE STAFF within the facility where I was employed OR I have completed college level coursework related to this work behavior (i.e. Child Development, Early Childhood Education, Elementary Education, etc.). Checkbox D. I have no education or experience related to this work behavior. |
| \* | 13. | In the text box below, please describe your experience as it relates to the level of performance you claimed on this work behavior. Please be sure your response addresses the items listed below. If you indicated you have no work experience related to this work behavior, type N/A in the box below.   1. The name of the employer where you gained this experience 2. The type(s) of laws, regulations, policies and standards you read, interpreted and explained. 3. To whom you provided technical guidance 4. The subject for which you provided technical guidance 5. The actual duties your performed |
|  | | |
| \* | 14. | If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.   1. College/University 2. Course Title 3. Credits/Clock Hours |
|  | | |
| \* | 15. | **WORK BEHAVIOR 4 – WRITTEN COMMUNICATION**  Composes written narrative documentation such as investigation reports, inspection reports, notices of deficiency, professional letters, memos, e-mails, and information requests to early learning childcare facilities and other interested parties. |
|  | | Checkbox A. I have composed detailed narrative technical reports such as inspection/investigation reports, incident reports, intake reports, etc. and professional letters, memos, e-mails, and responses to inquiries. Checkbox B. I have composed professional letters, memos, e-mails and responses to inquiries. I have NOT composed detailed narrative technical reports such as inspection/investigation reports, incident reports, intake reports, etc. Checkbox C. I have college education related to this work behavior (Professional Writing, Report Writing, Technical Writing, or Non-fiction Writing). Checkbox D. I have no education or experience related to this work behavior. |
| \* | 16. | In the text box below, please describe your experience as it relates to the level of performance you claimed on this work behavior. Please be sure your response addresses the items listed below. If you indicated you have no work experience related to this work behavior, type N/A in the box below.   1. The name of the employer where you gained this experience 2. The type(s) of narrative documentation you composed 3. The actual duties you performed |
|  | | |
| \* | 17. | If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.   1. College/University 2. Course Title 3. Credits/Clock Hours |
|  | | |
| \* Required Question | | |