COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Recreation and Conservation Advisor 2

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

<table>
<thead>
<tr>
<th><strong>SALARY:</strong></th>
<th>$50,543.00 - $76,871.00 Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JOB TYPE:</strong></td>
<td>Civil Service Permanent Full-Time</td>
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<tr>
<td><strong>DEPARTMENT:</strong></td>
<td>Department of Conservation &amp; Natural Resources</td>
</tr>
<tr>
<td><strong>LOCATION:</strong></td>
<td>Dauphin County</td>
</tr>
<tr>
<td><strong>OPENING DATE:</strong></td>
<td>03/04/20</td>
</tr>
<tr>
<td><strong>CLOSING DATE:</strong></td>
<td>03/23/20 11:59 PM</td>
</tr>
<tr>
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<td>16580</td>
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<tr>
<td><strong>POSITION NUMBER:</strong></td>
<td>00017944</td>
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<tr>
<td><strong>UNION:</strong></td>
<td>AFSCME</td>
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<tr>
<td><strong>BARGAINING UNIT:</strong></td>
<td>A4</td>
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<tr>
<td><strong>PAY GROUP:</strong></td>
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</tr>
<tr>
<td><strong>BUREAU/DIVISION CODE:</strong></td>
<td>2330</td>
</tr>
<tr>
<td><strong>BUREAU/DIVISION:</strong></td>
<td>Recreation and Conservation Partnerships Division</td>
</tr>
<tr>
<td><strong>WORKSITE ADDRESS:</strong></td>
<td>400 Market Street</td>
</tr>
<tr>
<td><strong>CITY:</strong></td>
<td>Harrisburg</td>
</tr>
<tr>
<td><strong>ZIP CODE:</strong></td>
<td>17105</td>
</tr>
<tr>
<td><strong>CONTACT NAME:</strong></td>
<td>Illysha DeJesus</td>
</tr>
<tr>
<td><strong>CONTACT PHONE:</strong></td>
<td>717-787-4158</td>
</tr>
<tr>
<td><strong>CONTACT EMAIL:</strong></td>
<td><a href="mailto:idejesus@pa.gov">idejesus@pa.gov</a></td>
</tr>
</tbody>
</table>

**THE POSITION:**
The Department of Conservation & Natural Resources is looking for a Recreation and Conservation Advisor 2. This position serves as the project manager for a variety of natural resource, recreation, and conservation planning and development grant projects of various types, funded from various grant programs and administered by DCNR within one or more assigned geographical areas of the Commonwealth. If you are interested apply today!

**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.
DESCRIPTION OF WORK:

This position serves within the Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, Partnerships Division, Trails, Greenways and Statewide Planning Section. This employee works directly with the Section Chief to administer a variety of trail and partnership grant projects and that includes participating in the planning, development, coordination, review, approval and management of assigned projects. Additionally, this position supports the Trails Program Specialist with meeting Recreational Trails Program requirements and coordinates the PA Trails Advisory Committee activities.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Qualifications:

- Must meet PA residency requirement – For more information on ways to meet PA residency requirements, follow the link and click on Residency
- **Minimum Experience and Training Requirements:** One year as a Recreation and Conservation Advisor 1; OR two years of professional experience in parks, recreation, or natural resource conservation administration, planning, or development; and a bachelor's degree in parks and recreation, landscape architecture, environmental sciences, city, regional, urban, or environmental planning, or a closely related field; OR an equivalent combination of experience and training.
- Based on your answers to the supplemental application questions regarding education, you may be instructed to upload a copy of your college transcripts to your application. Unofficial transcripts are acceptable.
- Must be able to perform essential job functions

**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 and click the Veterans' Preference tab or contact us at ra-cs-vetpreference@pa.gov.

Telecommunications Relay Service (TRS): 711 (hearing and speech disabilities or other individuals)

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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

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

jobs@pa.gov

An Equal Opportunity Employer
Recreation and Conservation Advisor 2 Supplemental Questionnaire

* 1. Have you been employed by the Commonwealth of Pennsylvania as a Recreation and Conservation Advisor 1 for one full year or more?
   - Yes
   - No

* 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. How many years of full-time professional experience in parks, recreation, or natural resource conservation administration, planning, or development do you possess?
   - 2 years or more
   - 1 but less than 2 years
   - 6 months but less than 1 year
   - Less than 6 months
   - None

* 4. 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.

* 5. How much graduate coursework have you completed in parks, recreation, or natural resource conservation administration, planning, or 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 a 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.
   - 30 credits or more
   - 15 but less than 30 credits
   - Less than 15 credits
   - None

* 6. 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 must 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.

* Yes

7. WORK BEHAVIOR 1 – REVIEWS GRANT APPLICATIONS

Reviews and determines funding eligibility for local, state, or federal grant applications submitted by local government officials or appropriate non-profit organizations such as land trusts, recreation commissions, watershed organizations, trail organizations, etc., for the planning, acquisition, construction, improvement, or rehabilitation of recreation, park, and conservation projects such as park master plans, conservation plans, conservation easements, park and trail projects, etc., to ensure that all required documentation is present and properly completed in accordance with established regulations, policies, and guidelines. Ranks projects in priority order based upon established procedures and selection criteria such as public participation, availability of private funding, project needs, intergovernmental cooperation, etc., to provide recommendations on projects which will receive funding.

Levels of Performance

Select the "Level of Performance" which best describes your claim.

* A. I have professional experience reviewing and determining funding eligibility for local, state, or federal grant applications submitted by local government officials or appropriate non-profit organizations such as land trusts, recreation commissions, watershed organizations, trail organizations, etc., for the planning, acquisition, construction, improvement, or rehabilitation of recreation, park, and conservation projects such as park master plans, conservation plans, conservation easements, park and trail projects, etc., to ensure that all required documentation is present and properly completed in accordance with established regulations, policies, and guidelines. I have ranked projects in priority order based upon established procedures and selection criteria to provide recommendations on projects which will receive funding.

* B. I have professional experience in applying for grants for the planning, acquisition, construction, improvement, or rehabilitation of recreation, park, and conservation projects and I have successfully received funding.

* C. I have experience applying for or reviewing grants for programs not related to the planning, acquisition, construction, improvement, or rehabilitation of recreation, park, and conservation projects; OR I have completed coursework or formal training related to grant writing.

* D. I have NO experience or training related to this work behavior.

8. In the text box below, please provide details concerning your experience as it relates to the level of performance you claimed above. Make sure your response addresses the five items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The name(s) of the employer(s) where you gained this experience
2. The type(s) of project(s) for which you reviewed grant applications
3. The type(s) of project(s) for which you applied for a grant
4. The actual duties you performed
5. Your level of responsibility

9. If you are claiming education/training related to this work behavior, provide the requested information below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.
* 10. **WORK BEHAVIOR 2 – REVIEWS PROJECT DOCUMENTATION**

Reviews proposed intergovernmental or cooperative agreements, project scopes, public participation processes, consultant qualifications, requests for consultant proposals, and cost estimates for the development of comprehensive recreation and park plans, greenway plans, trail plans, river conservation plans, master site development plans, and feasibility studies; and reviewing project submissions including cost estimates, specifications, and drawings for parks, trails, conservation easements, land acquisition, etc. Determines conformance to program guidelines, reasonableness, and ability to complete the project for the documents reviewed.

**Levels of Performance**

Select the "Level of Performance" which best describes your claim.

- A. I have professional experience reviewing proposed intergovernmental or cooperative agreements, project scopes, public participation processes, consultant qualifications, requests for consultant proposals, and cost estimates for the development of comprehensive recreation and park plans, greenway plans, trail plans, river conservation plans, master site development plans, and feasibility studies; and reviewing project submissions including cost estimates, specifications, and drawings for parks, trails, conservation easements, land acquisition, etc. I was responsible for determining conformance to program guidelines, reasonableness, and ability to complete the project for the project documents I reviewed.

- B. I have professional experience reviewing proposed intergovernmental or cooperative agreements, project scopes, public participation processes, consultant qualifications, requests for consultant proposals, and cost estimates for the development of comprehensive recreation and park plans, greenway plans, trail plans, river conservation plans, master site development plans, and feasibility studies; and determined conformance to program guidelines, reasonableness, and ability to complete the project; OR I have professional experience reviewing project submissions including cost estimates, specifications, and drawings for parks, trails, conservation easements, land acquisition, etc.; and I determined conformance to program guidelines, reasonableness, and ability to complete the project.

- C. I have experience assisting others more experienced than me with reviewing plans or reviewing project submissions for parks, trails, conservation easements, land acquisitions, etc.; OR I have completed coursework or formal training related to park or conservation planning, acquisition, or development.

- D. I have NO experience or training related to this work behavior.

* 11. In the text box below, please provide details concerning your experience as it relates to the level of performance you claimed above. Make sure your response addresses the four items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The name of the employer(s) where you gained this experience
2. The type(s) of plans or project documentation you reviewed
3. The actual duties you performed
4. Your level of responsibility

* 12. If you are claiming education/training related to this work behavior, provide the requested information 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
**WORK BEHAVIOR 3 – PROVIDES TECHNICAL ASSISTANCE**

Provides technical assistance to and consults with local government officials and appropriate non-profit organizations such as land trusts, recreation commissions, watershed organizations, trail organizations, etc., via telephone, correspondence, workshops, and meetings involving such areas as project planning and development, preparation of grant applications, development of public/private partnerships, acquisition of land, operation and maintenance of parks, recreation and conservation areas, etc.

**Levels of Performance**

Select the "Level of Performance" which best describes your claim.

- A. I have professional experience providing technical assistance to and consulting with local government officials and appropriate non-profit organizations such as land trusts, recreation commissions, watershed organizations, trail organizations, etc., via telephone, correspondence, workshops, and meetings involving such areas as project planning and development, preparation of grant applications, development of public/private partnerships, acquisition of land, operation and maintenance of parks, recreation and conservation areas, etc.
- B. I have experience assisting others more experienced than I in providing technical assistance to and consulting with local government officials and appropriate non-profit organizations such as land trusts, recreation commissions, watershed organizations, trail organizations, etc., via telephone, correspondence, workshops, and meetings involving such areas as project planning and development, preparation of grant applications, development of public/private partnerships, acquisition of land, operation and maintenance of parks, recreation and conservation areas, etc.
- C. I have experience as a member of a local land trust, recreation and park board, planning commission, watershed association, etc.; OR I have completed coursework in such areas as public administration, business management, etc.
- D. I have NO experience or training related to this work behavior.

**WORK BEHAVIOR 4 – CONDUCTS ON-SITE INSPECTIONS**

Conducts on-site inspections of recreation and conservation project sites before, during, upon project completion and periodically thereafter to ensure compliance with the approved plans, ensure adequate maintenance, identify possible areas of concern, ensure adherence to established regulations, policies, and guidelines, and recommend correction action if necessary.
**Levels of Performance**

Select the "Level of Performance" which best describes your claim.

- **A.** I have professional experience conducting on-site inspections of recreation and conservation project sites before, during, upon project completion and periodically thereafter to ensure compliance with the approved plans, ensure adequate maintenance, identify possible areas of concern, ensure adherence to established regulations, policies, and guidelines, and I recommend correction action if necessary.
- **B.** I have professional experience conducting on-site inspections before, during, upon completion or periodically thereafter on recreation and conservation project sites, but I reported the inspection findings to others more experienced than I to ensure compliance with the approved plans, and recommend corrective action.
- **C.** I have experience assisting others more experienced than me in conducting on-site inspections before, during, upon completion or periodically thereafter on projects not related to recreation and conservation.
- **D.** I have NO experience related to this work behavior.

**17.** In the text box below, please provide details concerning your experience as it relates to the level of performance you claimed above. Make sure your response addresses the five items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The name of the employer(s) where you gained this experience
2. The type(s) of inspections you conducted
3. The point in which the inspection was conducted (before project began, during project, etc.)
4. The actual duties you performed
5. Your level of responsibility

* Required Question