



Commonwealth of Pennsylvania  
**Administrative Officer 2**

<b>SALARY</b>	\$59,345.00 - \$90,211.00 Annually	<b>LOCATION</b>	Dauphin County, PA
<b>JOB TYPE</b>	Non-Civil Service Permanent Full-time	<b>JOB NUMBER</b>	N-2026-44987
<b>DEPARTMENT</b>	Department of Labor & Industry	<b>DIVISION</b>	LI Pennserve
<b>OPENING DATE</b>	03/17/2026	<b>CLOSING DATE</b>	3/30/2026 11:59 PM Eastern
<b>JOB CODE</b>	08640	<b>POSITION NUMBER</b>	00215712
<b>UNION</b>	Non Union	<b>BARGAINING UNIT</b>	A3
<b>PAY GROUP</b>	ST07	<b>BUREAU / DIVISION CODE</b>	00129006
<b>BUREAU / DIVISION</b>	LI Pennserve	<b>WORKSITE ADDRESS</b>	Capitol Complex
<b>WORKSITE ADDRESS</b>	651 Boas Street	<b>CITY</b>	Harrisburg, Pennsylvania
<b>ZIP CODE</b>	17121	<b>CONTACT NAME</b>	Felicia Newbury
<b>CONTACT EMAIL</b>	fnewbury@pa.gov		

## THE POSITION

PennSERVE and AmeriCorps work together to provide service opportunities to help improve people's life and well-being in the Commonwealth of Pennsylvania. The Department of Labor & Industry, PennSERVE is on the lookout for an ambitious Administrative Officer 2 to join the team. The Program Officer advances PennSERVE's mission by providing strategic oversight, guidance, and support to the Commission's portfolio of AmeriCorps programs and other national service grants. Join us as we work to achieve measurable community impact and advance workforce development goals across the Commonwealth.



## DESCRIPTION OF WORK

The Program Officer serves as a primary liaison to grantees, delivering training, technical assistance, and ongoing monitoring to strengthen program quality, fiscal integrity, performance outcomes, and sustainability. Through proactive support, risk assessment, and partnership development, the position contributes to the effective stewardship of public funds and the successful implementation of national service initiatives statewide.

This position provides direct oversight to assigned AmeriCorps programs that are sub-grantees of PennSERVE to ensure compliance with federal and state regulations and to maximize program effectiveness and community impact. Responsibilities include interpreting and communicating AmeriCorps regulations and PennSERVE policies and procedures to assigned programs, recommending operational adjustments and establishing and monitoring performance objectives. You can expect to review program progress and performance and maintain comprehensive files and documentation. You will have the opportunity to collaborate with PennSERVE staff to plan and execute in-person and virtual training events and participate in the delivery of training sessions and technical assistance to AmeriCorps programs, members, and other national service stakeholders.

Interested in learning more? Additional details regarding this position can be found in the [position description](#).

#### **Work Schedule and Additional Information:**

- Full-time employment
- Work hours are 9:00 AM to 5:00 PM, Monday - Friday, with 30-minute lunch.
- **Telework:** You may have the opportunity to work from home (telework) part-time for eligible employees. In order to telework, you must have a securely configured high-speed internet connection and work from an approved location inside Pennsylvania. If you are unable to telework, you will have the option to report to the headquarters office in Harrisburg. The ability to telework is subject to change at any time. Additional details may be provided during the interview.
- **Salary:** In some cases, the starting salary may be non-negotiable.
- You will receive further communication regarding this position via email. Check your email, including spam/junk folders, for these notices.

## **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY**

### **QUALIFICATIONS**

#### **Minimum Experience and Training Requirements:**

- One year as an Administrative Officer 1 (Commonwealth job title or equivalent Federal Government job title, as determined by the Office of Administration); **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.

#### **Additional Requirement:**

- You must be able to perform essential job functions.

#### **How to Apply:**

- Resumes, cover letters, and similar documents will **not** be reviewed, and the information contained therein will not be considered for the purposes of determining your eligibility for the position. Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education).
- If you are claiming education in your answers to the supplemental application questions, you must attach a copy of your college transcripts for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- Your application must be submitted by the posting closing date. Late applications and other required materials will not be accepted.

- Failure to comply with the above application requirements may eliminate you from consideration for this position.
- All application materials and interview responses must reflect the applicant's own experience, qualifications, and work. Applicants may use generative AI tools for preparation purposes only. Use of AI to misrepresent or falsify information, or to assist during interviews, is not permitted. Review the [Guidance for Generative AI Tools & Job Seekers](#) for additional information.

**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.pa.gov/agencies/employment/how-to-apply.html](http://www.pa.gov/agencies/employment/how-to-apply.html) and click on Veterans.

**Telecommunications Relay Service (TRS):**

- 711 (hearing and speech disabilities or other individuals).

If you are contacted for an interview and need accommodations due to a disability, please discuss your request for accommodations with the interviewer in advance of your interview date.

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.

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**Employer**

Commonwealth of Pennsylvania

**Address**

613 North Street

Harrisburg, Pennsylvania, 17120

**Website**

<http://www.employment.pa.gov>

**Administrative Officer 2 Supplemental Questionnaire**

**\*QUESTION 1**

Have you been employed by the Commonwealth of Pennsylvania as an Administrative Officer 1 for one full year or more?

- Yes
- No

**\*QUESTION 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.

**\*QUESTION 3**

How many years of full-time experience do you possess in varied office management or staff work in a public or private organization, including experience in personnel management, budgeting, or procurement?

- 3 years or more
- 2 but less than 3 years
- 1 but less than 2 years
- Less than 1 year
- None

**\*QUESTION 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.

**\*QUESTION 5**

What level of college coursework have you completed in business administration, public administration, human resources, strategic leadership, or other related areas? 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 your education was acquired outside of the United States, you must upload a copy of your foreign credential evaluation report. We can only accept foreign credential evaluations from organizations that are members of the National Association of Credential Services (NACES). A list of current NACES members can be found by visiting [www.naces.org](http://www.naces.org) and clicking the Evaluation Services Link.

You must attach your documentation prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add a document to the application after it has been submitted.

- Master's degree or higher
- Bachelor's degree
- Some coursework
- None

\* Required Question