

Department of Community & Economic Development (DCED) Employment Opportunities

Effective immediately there is a temporary suspension on filling positions due to budgetary conditions announced by the Governor on September 16, 2008.

At the Department, your talents will contribute to creating positive change for Pennsylvania and its citizens. We provide diverse services and foster opportunities for businesses, communities and individuals; thereby enhancing the quality of lives of people everywhere.

DCED is organized into a Central Office, which is located in Harrisburg, and several Regional Offices strategically located throughout the state. We also have the largest international network of offices and representatives of any state government. DCED is a leader in economic development with the right mix of programs and a team of experts to guide businesses through financing options; to technology-based economic development; or exporting around the globe as well as other programs described on our website - <http://www.newpa.com> we continually seek qualified individuals whose talents will contribute to creating positive change. Interested candidates should follow these instructions to become part of the team:

How to Apply

As a government agency, DCED hires employees through one of two separate avenues. The majority of our staff is “non-classified” and thus not subject to the provisions of Civil Service. When the department needs to fill a non-classified position, candidates are solicited from the Governor’s Bureau of State Employment (BSE). A job candidate submits a Personal Data Sheet and resume to BSE each year to stay in an active status. DCED also accepts resumes to incorporate into our database of candidates. Supervisors will review and access the database for potential candidates to add to the referral pool. All resumes will be kept one year from receipt. Resumes can be sent to the Department of Community and Economic Development, Human Resources Center, 400 North Street, 4th Floor, Harrisburg, PA 17120 or by email to ra-dcedhumanresources@state.pa.us.

Apply for Non-Civil Service Vacancies: [\(Link to Common Mistakes\)](#)

Vacancy Announcements are typically posted at DCED offices for at least 5 days.

Entry level union vacancies and management vacancies are filled through applicant referrals from the Bureaus of State Employment to DCED in order to be interviewed. Candidates are referred by BSE for interviews based on the skills, experience, and education listed on their resumes. The more skills you include on your resume, the better!

Non-entry level union vacancies are filled through seniority or by selecting an applicant from the same class title as the vacancy. These applicants must be employed in the same seniority unit as the posted vacancy. If there are no qualified seniority applicants, the Bureau of State Employment will send the names of qualified applicants to be interviewed for the vacancy. Candidates referred to DCED will be asked to provide a transcript (an unofficial copy is acceptable).

Information on jobs available and how to apply are available on the Bureau of State Employment website at www.bse.state.pa.us

Apply for Civil Service Vacancies: [\(Link to Common Mistakes\)](#)

Vacancy Announcements are typically posted at DCED offices and JobNet for at least 5 days.

The State Civil Service Commission oversees Civil Service employment. A number of positions within DCED are filled in accordance with the State Civil Service Act. A candidate seeking Civil Service opportunities at the Department must have PA Civil Service status based on prior Commonwealth employment or competitive Civil Service testing.

If the job you apply for requires testing, the SCSC will inform you of the next test's time and place. Test results are mailed to applicants. If you pass the test and meet the minimum requirements, your name is placed on an eligibility list. When a job vacancy occurs, interviews are conducted from the highest ranking names on the eligibility list.

Application forms, instructions, general information about testing, and a list of current Commonwealth of PA Civil Service openings by job category and title are available on the PA Civil Service Commission website at <http://www.scsc.state.pa.us>.

Current employees may also apply directly to vacancies through the JobNet. Information on bidding is included on our job postings and available at <http://jobnet.scsc.state.pa.us>.

Contact Human Resources regarding employment questions. This email address is specifically for Non-Commonwealth employees. Current Commonwealth employees must contact their Human Resources office regarding employment questions.

State Employees JobNet

Current commonwealth employees can view most positions that are available on the State Employees [JobNet](#). Each agency posts vacancies along with the job requirements and criteria to accept applications or bids explained. Non-Civil Service employees will only be considered for positions identified as Non-Civil Service. If you are a current or former Commonwealth of PA employee with Civil Service status a County employee with regular Civil Service status; or you have held regular Civil Service status in the past; you may apply to both Civil Service and Non-Civil Service jobs listed on [JobNet](#). Community and Economic Development requires a printed Job Bid Form (need link to the form) for all vacancies. Be sure to follow the instructions on the posting so that your application materials are considered.

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Department of Community & Economic Development (DCED) Employment Opportunities

Recruitment Spotlight

The Department continually seeks talented professionals with diverse experience to provide services for the growing and changing needs of businesses, communities and individuals across the Commonwealth. We currently have an immediate need to fill these positions located in **Harrisburg** and our regional offices in **Erie, Lewisburg, Philadelphia, Pittsburgh,** and **Scranton**.

Most positions within the Department are non-classified. Non-classified positions are filled utilizing lists received from the Bureau of State Employment. For more information on how to apply for non-classified Jobs, please contact the **Bureau of State Employment** at the following address: Room 110 Finance Building, Harrisburg, PA 17120, Phone (717)787-5703, TTY (717)787-0570 or www.bse.state.pa.us

Development Specialist

The specialist is the single point of contact for businesses that are considering Pennsylvania as a site for a facility location, or expansion. Specialists work with domestic and international businesses, as well as professional site consultants, on projects involving significant investment and job creation opportunities. The assistance provided to businesses encompasses a range of economic development activities including the evaluation of workforce availability to infrastructure items including transportation of water and sewer; coordination of additional agencies involved with environmental permitting, transportation improvements or business tax issues; and leads the negotiation of financial incentives packages with company executives. Specialists provide hands-on assistance to technology-based businesses seeking funds to position themselves at the cutting edge of emerging technologies and establish a competitive advantage through the use of advanced e-business systems.

Qualified candidates must possess this experience and training: Three years of professional work experience in federal, state, local or private economic development programs; and a bachelor's degree in public or business administration or a closely related field or any equivalent combination of experience and training.

Economic Development Analyst 1

As an entry level project account manager, reviews, evaluates, and assists on recommendations regarding a variety of loan, grant, or bond applications based upon legislated and procedural guidelines. An Analyst assists in the monitoring and site visitations to ensure compliance with guidelines and policies on approved projects. The economic development skill-set entails analytical techniques in drafting economic models for projects under consideration; the analysis of financial statements and cash flow projections of projects; and provide technical assistance and advice to community organizations and businesses. After successfully completing one year at this level, employees are eligible for consideration for promotion to a higher level analyst position.

Qualified candidates must possess this experience and training: A bachelor's degree in business or public administration or a related field or any equivalent combination of experience and training.

Information Technology

IT jobs are in great demand at DCED. Computer systems and programming languages are continuously being evaluated and updated, and information technology specialists receive training in the latest technological advances. Currently, there are major IT projects in progress that will improve delivery of services and provide more comprehensive and centralized access to information. All levels of experience with Information Technology are needed. DCED is looking for fresh ideas to help develop cutting-edge applications.

<http://www.scsc.state.pa.us/scsc/cwp/view.asp?a=391&q=127613>

International Trade Development Specialist

Representatives provide businesses that are ready to start or expand their export business with all the tools to take advantage of the opportunities around the world. Businesses can expect to receive insight relative to trade regulations to generating leads and finding possible grants or other financing options. Representatives provide recommendations on the best markets; analyze export trends; investigate the competition, identify potential buyers and identify funding resources. Foreign companies interested in doing business in the Commonwealth are provided the resources to navigate within Pennsylvania's market.

Qualified candidates must possess this experience and training: Three years of professional experience in international trade, economic development, export, finance, foreign investment, or marketing; and a bachelor's degree in business or public administration, international business, international relations, or a related field. Or a master's degree in business, public administration, international business, international relations, or a related field can be substituted for two years of the required experience or any equivalent combination of experience or training.

Local Government Policy Specialist

Specialists provide municipalities and local government officials with assistance and support in a wide variety of areas beyond providing funding support. Specialists conduct research on legislation impacting local governments and recommend a plan of action which involves comprehensive program planning, coordination of services, technical assistance, training and public speaking is performed.

Qualified candidates must possess this experience and training: Six years of highly responsible professional experience involved in local or regional governmental affairs as a consultant, manger, administrator, planner or governmental official; and a Bachelor's Degree; or Any equivalent combination of experience and training. **Note:** Graduate study in Public Administration, Political Science or a closely related field may be substituted for the required experience on a year-to-year basis for a maximum of two years.

Public Services Institute Instructor

Instructors assist local governments to become more efficient and effective in the use of their resources to serve the needs of residents and taxpayers. These resources are provided to local government on an ad-hoc basis. Instructors provide hands-on technical assistance on a one-on-one basis. Assignments begin by requesting, collecting and analyzing data, by providing hands-on technical expertise, conducting on-site interviews with officials, and reviewing operating policies and procedures, and then making recommendations to improve operations and service delivery. The consultant serves as a source of advice and information while the project is ongoing, and is available for follow-up assistance in the implementation process. Persons with practical experience and a working knowledge in the areas of municipal and financial management and administration, public works, police, fire, general government and intergovernmental cooperation, who have demonstrated superior management and administrative skills, are selected.

The Commonwealth of Pennsylvania is proud to be an Equal Opportunity Employer supporting workforce diversity.

Please note that for some job titles, Pennsylvania residency is required at the time of application.

Links to:

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Department of Community & Economic Development (DCED) Employment Opportunities

Internship Opportunities

The Department of Community and Economic Development continually seeks talented college students for internship positions throughout the year. DCED internships are designed as educational work experiences which can be applied later in their professional careers. Internships can be either unpaid or paid depending upon the availability of funds and needs. To participate in the program, students must complete the appropriate application, be in good academic standing and be enrolled as a full-time student in an accredited college which offers a degree and preferably be a Pennsylvania resident. Interested students should follow these instructions to become part of the team:

Students have these aspects to consider:

- Job responsibilities directly related to your field of study;
- Experience that can be used upon graduation when seeking full-time employment; and
- Gaining insight into state government employment; and
- A career with growth potential.

DCED uses four classifications of Interns - Government Service Interns (GSI), Engineering, Scientific and Technical Interns (ESTI), Information Technology (IT) and Legal.

Government Services Intern

Provides college students with valuable 'Para-professional' work experience in one of the following curricula appropriate to the positions in areas such as: Community Development, Community Planning, Community Sociology, Communications, Economics, Film, Finance, International Business, Marketing, Public Administration, Public Policy, Political Science, and Tourism.

To Apply for the GSI: Complete a Non-Civil Service Commonwealth Employment Personal Data Sheet and attach resume. Return your completed Personal Data Sheet and resume to the Bureau of State Employment at the address specified on the Personal Data Sheet. The Bureau of State Employment refers candidates for GSI positions to DCED and other state agencies. Students referred to DCED will be asked to provide a recent transcript (an unofficial copy is acceptable). Please visit <http://www.bse.state.pa.us/portal/server.pt>

Additional Internship Opportunities

Visit the Office of Administration's website:

Candidates who have earned a master's degree in any field of study are eligible. Please visit:

http://www.portal.state.pa.us/portal/server.pt?open=512&objID=1098&&SortOrder=4&level=4&parentid=1122&css=L4&mode=2&in_hi_userid=2&cached=true

New Law School Graduates interested in entry-level opportunities should visit: www.ogc.state.pa.us.

Links to:

How to Apply

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Department of Community & Economic Development (DCED) Careers

The Department of Community and Economic Development (DCED) offers employees a competitive salary as well as a strong benefits package that includes promotional opportunities, paid vacation, paid sick leave, paid personal leave, paid holidays, group life insurance, parental leave with job protection, comprehensive health care insurance, prescription plan, vision care plan, and dental care plan and retirement/pension plan.

Benefits for Commonwealth employees include the following:

- Comprehensive health benefits plan
- Supplemental health benefits include prescription, dental, vision, and hearing aid plans (after six months of service)
- Annual leave earned at seven days for up to three years of service, 15 days for 3-15 years, 20 days for 15-25 years and 26 days for over 25 years
- Personal leave earned at one day for the first year, one day each half of the second year, one day per quarter of the third and subsequent years
- Sick leave earned at 13 days per year
- 11 paid holidays per year: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and day after, Christmas Day
- Paid life insurance (after three months of service)
- State Employees Retirement System (SERS)– information is available at <http://www.sers.state.pa.us>
- Deferred compensation plan (DCP) – information is available at www.sers457.com
- PSECU Membership, Direct deposit
- Community & Economic Development Employee Association (CEDEA) – an employee organization within the agency established to organize activities of a social nature for DCED employees.

Human Resources Contact

To learn more about opportunities with the PA Department of Community of Economic Development and that are right for you, contact our Recruitment and Placement Section staff:

Donna Keister or Kim Good-Deibler at 717-787-6856 or ra-dcedhumanresources@state.pa.us

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Department of Community & Economic Development (DCED)

Frequently Asked Questions

What does MET stand for?

Minimum Experience and Training (MET). This is the minimum experience and training that a person must have in order to be qualified for a position. You can find the MET on the job posting or on the Civil Service test announcement for the job title for which you are applying. Applicants must meet the MET to be considered for that job title. The State Civil Service Commission makes the final determination of a person's qualifications.

How do I know if I will qualify for a Job Posting? I don't want to waste my time if I'm not going to qualify.

Review the Recruitment Methods for the posting. Each method is described in the question above. If you feel that you may qualify, you can submit the application materials specified in the "How to Apply" Section.

Once you submit your application materials, HR will review your job history, as well as your qualifications, against the posting criteria and MET to make a preliminary determination. The Civil Service Commission has the final authority on qualifications for job titles.

If you are unsure if you qualify, please contact the analyst indicated on the posting.

LINK Common Non-Civil Mistakes to How to Apply for Non-Civil & Civil Service

There are six common mistakes which may disqualify candidates from interviewing for vacancies.

1. LATE RECEIPT of a Bid Form, Personal Data Sheet, and Resume.
2. INSUFFICIENT DETAIL about current and former experience and training.
3. MISSING employee number.
4. MISSING social security number.
5. MISSING signature.
6. MISSING position number.

How long is my resume and PDS kept on file at BSE?

For one year. After one year, you must submit a new resume and PDS. This gives you the opportunity to update your information and add any education or experience you've acquired during the past year.

How will I know my resume and Personal Data Sheet are on file at BSE?

Upon receipt of your resume and PDS, BSE will send you an Acknowledgement Card! This lets you know we have received your paperwork.

How do I bid on a state job?

Only current or former Commonwealth employees can bid on state positions that are posted. For non-civil service postings, visit the Human Resources office of the agency in which you are interested in working, and follow the instructions on the bid form. For civil service postings, visit the [State Job Net](#).

I'm not a Commonwealth employee. How do I find out what positions you currently have open?

The majority of positions within DCED are non-classified. You can visit the Bureau of State Employment at www.bse.state.pa.us to submit an application.

To apply for a Civil Service positions go to www.scsc.state.pa.us for information on Civil Service exams.

You can also visit any State Agency's Human Resources office. [LINK](#) to the Recruitment Spotlight

Do I have to take a test to be eligible for all non-classified positions?

We only test applicants who are applying for Clerk Typist positions. All other positions do not require testing. The typing test consists of two parts, a 5-minute timed-writing, in which 40 correct words per minute are required, and a computerized exam including grammar, proofreading, math, etc.

Do I have to be a Pennsylvania resident to apply?

This isn't a requirement for non-civil service positions; however it is a requirement for certain Civil Service positions. You can visit State Civil Service Commission at www.scsc.state.pa.us

Can I be hired for a non-classified job if I am not a U.S. citizen?

If you are not a U.S. citizen, there are certain conditions to be met to be eligible for non-civil service employment. Please visit the Bureau of State Employment's [Immigration](#) page for complete information.

Is there an age requirement for non-civil service positions?

Yes, you must be 18 years of age, unless you are applying for the Commonwealth's [School to Work Program](#) or are age 17 and have graduated from high school. For more information, visit: www.bse.state.pa.us

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