Job Code	Pay Scale Group	Pay Scale Type	Bargaining Unit	Civil Service or Non-Civil Service	Last Executive Board Change	Executive Board Change History
78310	11	ST	A3	N	834-01	03/27/2025

JOB TITLE: DIRECTOR, OFFICE OF GUN VIOLENCE PREVENTION, PCCD

JOB CODE: 78310

DEFINITION: This is responsible professional and administrative work in planning and directing the functions of the Office of Gun Violence Prevention (OGVP) in the Pennsylvania Commission on Crime and Delinquency (PCCD).

The employee in this job directs the planning, development, implementation, and evaluation of statewide gun violence prevention programs and initiatives. Work involves developing program policies and procedures designed to better understand, prevent, and reduce gun violence; developing and implementing a comprehensive statewide gun violence prevention plan; developing and implementing the Gun Violence Data Dashboard and resource hub used to track gun violence deaths, nonfatal gun-related injuries, and overall trends in crime and violence; and evaluating gun violence reduction programs and strategies and recommending improvements or development of new methods of delivery or new program services. Work includes representing the agency in matters related to community and gun violence; developing and implementing public awareness campaigns to promote gun violence prevention, firearm safety, and child access prevention; and identifying and applying for funding opportunities to aid in research, analysis, funding, and implementation of statewide gun violence intervention and prevention strategies. Supervision is exercised over administrative staff. Work is performed with considerable independence and is subject to review by the Executive Director, PCCD, through conferences and reports for overall program effectiveness.

EXAMPLES OF WORK: (NOTE: The examples of work are representative of the work, but every position classified to this job may not perform all examples of work listed. Conversely, this is not an all-inclusive list of work examples.)

• Plans, organizes, and directs the operations of the Office of Gun Violence Prevention.

• Directs efforts to reduce gun violence through the development of program policies, collaboration with stakeholders and advisory committees, and community engagement.

• Develops and implements a comprehensive statewide gun violence prevention plan and statewide youth gun involvement plan, which addresses areas such as firearm suicides, community gun violence, unintentional shootings, youth gun involvement, mass shootings, and the intersections of gun violence with domestic violence and intimate partner violence.

• Identifies and applies for funding opportunities, including federal grants and private partnerships, to aid in research, analysis, funding, and implementation of statewide gun violence prevention and intervention strategies.

• Coordinates with PCCD staff and other state agencies to facilitate research, data analysis, and evaluation on gun violence reduction initiatives, such as the Gun Violence Data Dashboard and resource hub.

• Coordinates statewide technical assistance and training focused on community violence intervention (CVI) strategies and best practices for reducing firearm-related injuries, fatalities, and crime.

• Identifies policies and program priorities and issues, and develops recommendations to be presented to the Administration and General Assembly.

• Identifies strategies that can reduce barriers for applicants and grantees seeking or receiving agency funding to support gun violence reduction strategies.

• Develops reports, guidelines, and publications on gun violence statistics, program outcomes, and recommendations to be included in the agency's annual report.

• Collaborates with state agencies, including the Department of Health (DOH) and the Department of Human Services (DHS), to develop and implement public awareness campaigns and strategies promoting gun violence prevention, firearm safety, and child access prevention.

• The employee in this job may participate in the performance of subordinates' work consistent with organizational and operational requirements.

• Performs the full range of supervisory duties.

• Performs related duties as required.

ENTRY LEVEL KNOWLEDGES, SKILLS, AND ABILITIES:

• Knowledge of laws and regulations governing gun violence prevention programs.

• Knowledge of the principles and practices of program planning, evaluation, and administration.

• Knowledge of the principles and methods of evaluating operational efficiency and effectiveness.

• Knowledge of the principles and practices of employee supervision.

• Ability to read, analyze, and interpret regulations, policies, and procedures.

• Ability to analyze and interpret numerical information.

• Ability to effectively communicate orally.

• Ability to effectively communicate in writing.

• Ability to establish and maintain effective working relationships.

MINIMUM EXPERIENCE AND TRAINING: (NOTE: Based on the Entry Level Knowledges, Skills, and Abilities)

• Five years of professional experience in the administration of gun violence prevention programs or education and outreach efforts with community organizations, which includes two years of supervisory experience, and a bachelor's degree;

or

• An equivalent combination of experience and training which includes two years of supervisory experience in gun violence prevention programs or education and outreach efforts with community organizations.