**COMMONWEALTH OF PENNSYLVANIA**  
**STATE CIVIL SERVICE COMMISSION**  
**EXAMINATION ANNOUNCEMENT FOR**  
**HUMAN RELATIONS REPRESENTATIVE 1**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Pay Schedule and Range</th>
<th>Starting Salary</th>
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<tr>
<td>HUMAN RELATIONS REPRESENTATIVE 1</td>
<td>49810</td>
<td>ST06</td>
<td>$41,135</td>
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**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, visit the Commission’s website, Job Seekers page, for Veterans; visit one of our offices; or contact us at ra-cs-vetpreference@pa.gov.

**Job Locations**  
- Pennsylvania Human Relations Commission  
  - Allegheny County - 2 vacancies  
  - Dauphin County - 8 vacancies  
  - Philadelphia County - 9 vacancies  
- Employment and promotion lists will be established  
- Normal turnover may create additional job openings

**Type of Work**  
- Full-time employment  
- Must be willing to travel. Travel expenses will be paid

**Job Duties**  
- Investigate complaints of discrimination relating to education, employment, housing, or public accommodations  
- Interview complainants, respondents, and other witnesses  
- Negotiate settlements  
- Conduct fact-finding conferences  
- Testify at public hearings  
- Write reports and conciliation recommendations

**Qualifications**  
- Must meet PA residency requirement  
- Click here and scroll to the bottom for the Minimum Experience and Training Requirements  
- Testing occurs before qualifications review. Must meet requirements to receive score  
- Must be able to perform essential job functions

**Examination Information**  
- 3 hour maximum computerized multiple choice exam  
- May only test once under this announcement  
- Written notice of test results provided  
- Only most recent exam score is counted  
- Testing may be announced for a specific area if needed

**Test Subject Areas:**  
- Analytical Ability 11  
- Judgment/Problem Solving 6  
- Interpersonal Ability 3  
- Written Communication 6  
- Total Questions 26

**How to Apply and Schedule**  
- Complete online application by clicking here or visiting www.scsc.pa.gov, Job Seekers page  
- Must pre-schedule test date and time. If schedule is full, walk-in testing may be available

**Examination Location**  
- Click here to view testing locations

**Contact Information**  
Information or questions regarding employment, contact:
Further information on testing, assistance for persons with disabilities, veterans’ preference, and other items can be obtained from:

**Harrisburg:** 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (717) 783-3058

**Philadelphia:** 110 North 8th St., Suite 503, Phila., 19107; Telephone (215) 560-2253

**Pittsburgh:** 411 Seventh Ave., Room 410, Pgh., 15219; Telephone (412) 565-7666

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

**Internet:** [www.scsc.pa.gov](http://www.scsc.pa.gov)

PA CareerLink offices

THE COMMONWEALTH IS AN EQUAL OPPORTUNITY EMPLOYER