

# Pennsylvania Gaming Control Board

# VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 4/22/2024

CLOSING DATE: 5/17/2024

**JOB TITLE:** Employee Development and  
DEBI Human Resource  
Specialist  
PGCB Bureau of Administration

**LOCATION:** Commonwealth Tower 5<sup>th</sup> Floor  
Strawberry Square  
Harrisburg, PA 17101

**TYPE OF SERVICE:** Non-Civil Service

**WORK HOURS:** 8:00 – 4:30  
(Telework Options Available  
Within the Commonwealth of PA Only)

**Salary GM05 – starting \$74,627, ending  
\$111,914 salary is negotiable**

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**ABOUT US:** Pennsylvania is one of the fastest-growing regulated gaming markets in the United States. At the Pennsylvania Gaming Control Board (PGCB), we regulate this dynamic industry to ensure fairness, transparency, and consumer protection. We are seeking a dedicated individual to join our Human Resources team as an Employee Development and Diversity, Equity, Belonging and Inclusion Human Resource Specialist to help grow the agency’s workforce and culture.

**POSITION OVERVIEW:** This position serves as the employee development specialist and the lead for the Pennsylvania Gaming Control Board’s (PGCB or Board) diversity, equity, belonging and inclusion efforts and works across the agency to incorporate these issues into the structure, program, policy development and decision making of the PGCB. The position reports to the Director of Human Resources, but may receive direction and instruction from the Board, Executive Director and Administrative Director. The position works in close association with the Director of Diversity and the Human Resource Specialist assigned to placement on matters of recruitment and community outreach.

**DESCRIPTION OF DUTIES:**

Develops, administers, directs and/or provides training to all levels of Board staff to promote skill and leadership knowledge including but not limited to: communication skills, effective writing, conflict management, stress management, presentation skills, emotional intelligence/awareness, mentoring, supervisory skills and knowledges, leadership development and employee performance management.

Independently identifies and assesses future and current training needs of Board employees.

Researches and develops unique conceptual/theoretical training courses to meet demonstrated management needs.

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Delivers training using text, visual aids, handouts, power point and other adult learning delivery methods.

Evaluates the effectiveness and impact of training courses.

Researches and applies training and learning trends, developments, and best practices.

Aids other employees in the development and delivery of training programs related to topics such as leave administration, interviewing, mentoring, evaluating employee performance, safety, and labor relations.

Advances PGCB's mission, vision, and values by assisting in the Board's activities related to diversity, equity, belonging, and inclusion (DEBI).

Responsible for DEBI training for Board employees which may include: developing training; providing resources to staff (including supervisory, management, and non-management staff) on DEBI topics; coordinating training offerings and working with appropriate staff and/or vendors to develop and/or deliver content.

Works with the Director of Data Analytics or Director of Information Technology to track training statistics.

Serves as the chair/lead for PGCB's DEBI workgroup and aids or guides the leadership team and managers to continue progress on key goals and objectives in order to develop an agency-wide strategy for instituting an inclusive culture.

Provides guidance and expertise to the PGCB's DEBI workgroup (based on research, analysis, trends, and best practices to ensure that the group's work is aligned with the overall Board mission, vision, and values.

Develops and oversees the Board's DEBI Strategic Plan to include tracking progress on key goals and updating the plan as needed to ensure alignment with overall Board goals and objectives.

Develops a process for reporting the status of the Board's DEBI initiatives which includes but is not limited to: progress reports, annual reports, and reports and assessments requested from the Executive Director, Administrative Director, Director of Human Resources and/or Board.

Assists management and the HR Specialist for Placement in best practices for recruiting and retaining diverse candidates which may include looking for and connecting to non-traditional avenues to market positions; reviewing demographics of staff and comparing to availability statistics; and training staff on removing bias from the interview process.

Works with the Office of Communications, HR Specialist for Placement and Director of Diversity on communications related to the Board's DEBI efforts and other relevant communications.

Works with the Director of Diversity and Director of Communications to identify diverse groups of stakeholders to increase outreach and communication efforts. This may include diverse organizations as well as community groups. Attends career, job and employment fairs or events as well as community events to promote the attraction of a diverse candidate pool for vacancies within the Board.

Develops presentations related to the Board's DEBI efforts and presents, either virtually or in person, to others including but not limited to Board staff, its leadership team, and/or outside entities.

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Works collaboratively with Board staff across the organization to promote DEBI into all aspects of agency operations to include but not limited to: leadership and employee development, onboarding of employees, departmental culture, updating and/or developing of department-specific policies and procedures, etc.

Oversees the Board's training and workplace culture SharePoint site as well as the resource account.

May participate in evaluating job specifications and position descriptions development to ensure inclusivity.

Performs other duties as assigned.

**MINIMUM EXPERIENCE AND TRAINING:**

Four years as a PGCB Human Resource Assistant;

OR

Two years of experience in the performance of professional human resource duties and a bachelor's degree;

OR

An equivalent combination of experience and training.

Experience in employee development and promoting an inclusive workplace culture preferred.

**ESSENTIAL FUNCTIONS:**

- Operate a personal computer, telephone, copy machine, fax machine, and other similar office equipment.
- Utilize software and applications, such as SAP, Teams, and full suite of Microsoft products.
- Communicate verbally and in writing in the English language.
- Follow verbal and written communications and instructions.
- Develop and deliver training and learning courses and programs utilizing adult learning methodologies.
- Interpret and apply policies and procedures.
- Analyze data and information to produce work results.
- Develop and maintain effective working relationships.
- Work is generally performed in a typical office environment. However, work may be performed in a casino environment including exposure to loud noise, flashing lights, crowded areas, and smoke.

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**HOW TO APPLY:** Qualified applicants must submit a completed PGCB employment application along with a resume to the Office of Human Resources at [pgcbjobapplicant@pa.gov](mailto:pgcbjobapplicant@pa.gov) by the closing date of this posting. A copy of this application is available on the PGCB website at <http://gamingcontrolboard.pa.gov/?p=30> Selected applicants will then be contacted and an interview will be arranged.

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**NOTE: Employment is contingent upon the completion of a Personal History Questionnaire with a thorough background investigation, including drug screening and the subsequent review and approval by the Board.**

A description of the duties is included under the **Description of Duties** section listed above. **Also included are the position's essential job functions as required by the Americans with Disabilities Act (ADA).**

**IF YOU NEED AN ACCOMMODATION DUE TO A DISABILITY WHEN INTERVIEWING FOR THIS POSITION, PLEASE ADVISE THE PERSON WHO CONTACTS YOU FOR THE INTERVIEW.**

**CONTACT PERSON: Danette Bixler-George, Director of Human Resources**

**ADDRESS:** 303 Walnut Street, 5<sup>th</sup> Floor  
Harrisburg, PA 17101

**TELEPHONE:** (717) 346-8300

**E-MAIL:** [pgcbjobapplicant@pa.gov](mailto:pgcbjobapplicant@pa.gov)