

How Jobs Are Filled in the State of Oklahoma Classified Service

The Merit System hiring process begins when a state agency asks the Office of Personnel Management to issue a "job announcement." This announcement lists the title of the Job Family and Level involved, the work location, salary, type of examination required, closing date of the announcement and other details. It also includes information from the Job Family Descriptor such as the Basic Purpose, Job Family Level Descriptor and Education and Experience required for the job being announced.

Under the Merit System, people are hired on the basis of ability - ability as demonstrated in competitive examinations. The examination may include one or more of the following: a written test, a performance test, a supplemental questionnaire or a rating of your education and experience as you have described it on your application.

STEP 1 - FIND OUT ABOUT JOB ANNOUNCEMENTS

Review the current job announcements to find jobs, which interest you. Announcements are issued weekly and available for review at the Office of Personnel Management, on the Office of Personnel Management website at www.ok.gov/opm/opm_html/notice.htm. Pay special attention to the education and experience requirements printed on the job announcement to determine if you meet the minimum qualifications for the job.

STEP 2 - APPLY FOR A JOB

If you think you may qualify for a particular kind of job, complete an official *State of Oklahoma Employment Application (OPM-4)*. Resumes, photocopied applications or other similar forms are not accepted as substitutes for this application, but you may attach extra sheets if you need more space. You may apply for one Job Family per application. Your application will be reviewed for all jobs currently open within the Job Family. Applications are available at the Office of Personnel Management and on the Office of Personnel Management web page at www.ok.gov/opm/documents/opm-4.pdf. You may bring or mail your completed application to the Office of Personnel Management in Oklahoma City.

STEP 3 - TAKE THE TEST

Your application will be reviewed at the Office of Personnel Management to determine if you meet the minimum qualifications for the job announcements available within the Job Family for which you have applied. Only those applicants who have been certified as possessing the minimum qualifications may test. If your application is rejected and you can furnish additional information concerning your qualifications, which you believe may affect our decision; you should contact our office immediately. If there are no current job announcements within the Job Family for which you have applied, your application will be returned to you.

If you mail your application to the Office of Personnel Management and the currently announced jobs for which you have applied require written and/or performance tests, you will be notified by mail. For written tests, you may present your scheduling letter at the Office of Personnel Management or at any of the Oklahoma Career Technology Centers listed on the back by the date listed on the letter. You may test later than this date only if the job is still announced for recruitment. Applicants interested in testing at one of the listed Career Technology Centers should call them for test dates and times. Please allow yourself a minimum of two hours for each test.

If the job for which you applied requires a performance typing test, you may take this test at our Oklahoma City office or you may submit a proficiency certificate issued from an accredited private or public school, college or the Oklahoma Employment Security Commission.

Where no written or performance test is required, the applications of persons who meet the minimum qualification are rated based on the education and experience they list on their application or on a supplemental questionnaire.

STEP 4 - EXAMINATION RESULTS

Your examination results will be mailed to you. If you receive a passing score, your name has been entered on the "register" (list of eligibles for employment), ranked in order with the scores of other applicants. Your rank on the register can go up or down as more applicants are added to the register and as other applicants are hired or otherwise removed from consideration.

The State of Oklahoma is an Equal Opportunity Employer

Office of Personnel Management testing hours are 9:00 a.m. - 4:45 p.m. Monday – Thursday

STEP 5 - HOW JOBS ARE FILLED

The Office of Personnel Management does not select or hire people to work for state agencies. When a state agency has a job to fill, the agency asks the Office of Personnel Management for the names of persons on the register for that job. The agency will select from a list of ten highest ranking available names at the time of the request. After a selection is made, the names of those who were not selected may remain on the register for consideration when other vacancies occur.

Your name may remain on the register and be considered for employment for six months. Your name may remain on the register for additional periods of six months by mailing or faxing a written request to the Office of Personnel Management. **This request will not be accepted by telephone.** If your name has been off the register for three months or more, you are not eligible for a six-month extension. A valid test score on any written examination may be used for four years. Performance examination scores are only valid for one year.

Your chances for employment depend on a number of factors, including:

- ⇒ How well you scored on the examination.
- ⇒ How quickly vacancies occur and jobs are filled.
- ⇒ How many applicants are on the register for that job.
- ⇒ The number of applicants awarded Veteran's Preference on the register.
- ⇒ The areas of the state in which you are willing to work and the conditions of employment (i.e., full-time, part-time, shift work, or travel) you are willing to accept. Your chances of employment are reduced when you limit your availability to one area only, especially if you exclude Oklahoma City.
- ⇒ Whether permanent state employees are being considered for the vacancies through promotion.
- ⇒ Where you live and the location of the job. Applicants residing in the county where the vacancy occurs may be certified to agencies ahead of applicants who reside in other counties.

County Number Codes

01 Adair	17 Cotton	33 Jackson	49 Mayes	65 Roger Mills
02 Alfalfa	18 Craig	34 Jefferson	50 Murray	66 Rogers
03 Atoka	19 Creek	35 Johnston	51 Muskogee	67 Seminole
04 Beaver	20 Custer	36 Kay	52 Noble	68 Sequoyah
05 Beckham	21 Delaware	37 Kingfisher	53 Nowata	69 Stephens
06 Blaine	22 Dewey	38 Kiowa	54 Okfuskee	70 Texas
07 Bryan	23 Ellis	39 Latimer	55 Oklahoma	71 Tillman
08 Caddo	24 Garfield	40 LeFlore	56 Okmulgee	72 Tulsa
09 Canadian	25 Garvin	41 Lincoln	57 Osage	73 Wagoner
10 Carter	26 Grady	42 Logan	58 Ottawa	74 Washington
11 Cherokee	27 Grant	43 Love	59 Pawnee	75 Washita
12 Choctaw	28 Greer	44 McClain	60 Payne	76 Woods
13 Cimarron	29 Harmon	45 McCurtain	61 Pittsburg	77 Woodward
14 Cleveland	30 Harper	46 McIntosh	62 Pontotoc	
15 Coal	31 Haskell	47 Major	63 Pottawatomie	
16 Comanche	32 Hughes	48 Marshall	64 Pushmataha	

Testing Locations

Contact the test location nearest your home for information on test dates.

Ada	Pontotoc Technology Center, 601 W. 33rd Street	580-310-2271
Alva	Northwest Technology Center, 1801 S. 11 th	580-327-0344
Ardmore	Southern Oklahoma Technology Center, 2601 Sam Noble Parkway	580-223-2070
Bartlesville	Tri-County Technology Center, 6101 S.E. Nowata Road	918-331-3291
Burns Flat	Western Technology Center, 621 Sooner Drive	580-562-3181
Durant	Kiamichi Technology Center, 810 Waldron Road	580-924-7081
Enid	Enid Community Learning Center, 2615 E. Randolph	580-242-6600
Fort Cobb	Caddo-Kiowa Technology Center, N. Vo-Tech Rd. & 7 th Street	405-643-5511
Guymon	High Plains Technology Center, 712 Academy	580-338-0674
Idabel	Kiamichi Technology Center, Rt. 3, Box 177 Highway 70	580-286-7555
Lawton	Great Plains Technology Center, 4500 W. Lee Boulevard	580-351-6790
McAlester	Kiamichi Technology Center, 301 Kiamichi Drive	918-426-0940
Okmulgee	Green Country Technology Center, 1100 North Loop 56	918-756-1334
Poteau	Kiamichi Technology Center, 1509 S. McKenna	918-647-4525
Sapulpa	Central Tech, 1720 S. Main	918-224-9300
Shawnee	Gordon Cooper Technology Center, One John C. Bruton Boulevard	405-273-7493
Tulsa	Tulsa Skyline Career Center, 6128 East 38 th Suite #405	918-384-2300
Wayne	Mid-America Technology Center, I-35 & Interchange 59	405-449-3391
Wetumka	Wes Watkins Technology Center, 7892 Highway 9	405-452-5500
Woodward	High Plains Tech, 3921 34 th Street	580-571-6190