



OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL
VACANCY ANNOUNCEMENT
UNCLASSIFIED POSITION

Opening Date: February 26, 2016

Closing Date: March 11, 2016

Job Family / Code: **GRANT Assistant PMP Administrator/Research Coordinator (8101)**
Position Numbers: **477000**
Announcement Number: **16-3**
Salary : **\$3,750.00 per month**
Number of Vacancies: **1**
Work Locations: **Oklahoma City Headquarters Office**
Division: **Diversion**

Application Filing Procedures: Please submit to Human Resources on or before the closing date:

- Cover letter identifying title of the position, announcement number and daytime contact information including email address
- Resume
- If currently a state employee, please provide current or most recent PMP evaluation.

Requirements: A selected *classified* applicant must sign a letter of understanding that they are resigning the classified service to accept the position in the unclassified service.

Subsequent to the conditional offer of employment, a background investigation, polygraph, and drug test must be successfully completed.

Overview: The Prescription Monitoring Program (PMP) Assistant PMP Administrator/Research Coordinator will assist the PMP Program Administrator in all operational aspects of the PMP, including strategic planning, program vision, organizational awareness, intra and inter agency cooperative development

Work Duties:

- Coordinate, and implement policy that supports operations, training, compliance, customer service and stakeholder programs
- Support the ongoing proactive program approach to integration
- Coordinate with internal and external customers to ensure their requirements are being met
- *Develop and implement schedules for specific projects, ensuring operational and contractual requirements are being met*
- Ensure that PMP personnel's skill sets and training requirements are met and monitored.
- Maintain a calm, controlled operational environment in order to enhance the team's ability to mitigate customer complaints and requests for service
- Maintain a work environment in which team members and PMP users at every level are valued and encouraged to raise issues and voice concerns
- Mentor teams at all levels and provide constructive feedback that recognizes positive behavior and promotes individual improvement, growth, and confidence.
- Provide management and technical oversight to team members
- Implement and measure performance of program implementation.
- Facilitate and communicate the receipt, utilization, and delivery of information to the team
- Maintain a collaborative culture that encourages engagement and networking.
- Interact with stakeholders to identify and resolve operational issues.
- Manage multiple projects as assigned
- Ensure projects are completed on time and within cost estimates through risk and change management practices

- Assist helpdesk, compliance and training personnel as needed or assigned
- Work with external vendors and stakeholders to implement new or enhance existing programs that reduce prescription drug abuse and illegal activity
- Attend seminars, read research materials and participate in focus groups to enhance knowledge of current topics and trends in prescription drug use
- Develop and participate in research programs to gain a better understanding of issues related to prescription drug use
- Assist in the development of policy based on established research principles and analysis
- Act as the primary source of contact in the coordination of research requests and initiatives
- Perform advanced analysis of PMP data for the development of legal and regulatory actions
- Other duties as assigned
- Serve as the primary point-of-contact during the absence of the Program Administrator

Education and Experience Requirements: BA/BS Degree with a concentration in Business, Management, Public Administration, Health Administration or Liberal Studies. Other degree fields are acceptable with at least three years of demonstrated experience in policy or management positions.

Minimum Qualifications:

- Ability to work in cross-functional teams
- Strong communication skills, both verbal and written
- Ability to manage multiple priorities in a timely manner
- Understanding of legal concepts, government policies, health and law enforcement environments and total quality management principles
- Ability to be flexible
- Ability to use standard office equipment, computers, Office 2010 or newer, phones and photocopiers
- Excellent computer skills, including advanced knowledge of Microsoft Office 2010 or newer
- At least two years' experience leading or managing programs and personnel
- At least three years' experience managing complex projects using project management methodologies
- At least one year experience working with business intelligence tools and statistical programs
- Basic understanding of research methods, including the use of mean, medians, common deviations and statistical practices used in health or public agencies

Desired Qualifications:

- Two years of experience using Business Intelligence tools like SQL Reporting Services, Tableau, Qlikview, QlikSense or Business Objects
- Experience using statistical packages like SPSS
- Demonstrated ability in leading and managing cross-functional teams consisting of members from inside and outside the organization
- Demonstrated examples of exceeding expectations in the development and execution of complicated and highly visible public programs

Knowledge, Skills and Abilities

- Clearly and effectively present information and issues, both orally and in writing, to medical professionals, law enforcement personnel and the general public
- Read, analyze and interpret manuals, procedures and instructions
- Prioritize and schedule work
- Exercise sound judgment within policy and procedural guidelines
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with those contacted in the course of the work
- Able to work under pressure and time constraints

Application materials must be received by 5 p.m. on the closing date. Send to: OBN Headquarters: 419 N.E. 38th Terrace, Oklahoma City, OK 73105 or email directly to HR at cnolen@obn.state.ok.us
 Contact Crystal Nolen with questions at: 405-530-3145 / 1-800-522-8031

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