

**OKLAHOMA COMMISSION ON CHILDREN AND YOUTH
RECRUITMENT ANNOUNCEMENT**

ONLY OPEN FOR RECRUITMENT TO PERMANENT,
CLASSIFIED STATE EMPLOYEES

Position Title: Planning/Oversight Specialist, Classified
Position Code/Level: H51B, Level II
Location: Oklahoma City, Oklahoma (Travel Required)
Pay Band/Salary Range: Level II, PB "N" \$2919.00 - \$4866.00

Opening Date: Friday, December 27, 2013

Closing Date: Friday, January 17, 2014, 5:00 p.m.

Essential Functions: This position will be providing technical assistance to Oklahoma Community Partnership Boards and supporting the development of training for Multi-Disciplinary Child Abuse Teams throughout the state of Oklahoma, for the Office of Planning and Coordination. The technical assistance and coordination provided will include but not limited to: the recruiting of professionals and community volunteers, organizing and conducting trainings, on-going maintenance of online-training database, and maintaining records related to Oklahoma Community Partnership Boards operation.

Education and Experience Requirements: See job description.

Method of Application: This position is currently only open to permanently classified State employees. Submit **two (2) complete sets** of all of the following application materials: A cover letter containing the title of the position for which you are applying **and** a completed Office of Personnel Management Data Summary Sheet (OPM 4-B). This information should include a telephone number where you can be reached during office hours, your mailing address and your current classification and code.

Send materials to: Oklahoma Commission on Children and Youth
Attn: Michael Walsh
1111 N. Lee Avenue, Suite 500
Oklahoma City, Oklahoma 73103

If you have any questions regarding this position or the application process, please call Mr. Walsh at (405) 606-4900.

An Equal Opportunity Employer