

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

Please Post

Position Title: Planning/Oversight Specialist (Oversight Specialist), Classified
Position Code/Level: H51C, Level III
Location: Oklahoma City, Oklahoma (Travel Required)
Pay Band/Salary Range: Level III, PB "M" \$3,240.38 - \$4320.51

Opening Date: Monday, February 6, 2014

Closing Date: Friday, February 20, 2014, 5:00 p.m.

Essential Functions: This position works within the Office of Juvenile System Oversight. Under direction, assists in the planning, organizing, and supervising of investigations, inspections, and assessments of state and privately operated children's programs, institutions, and facilities and child-related operations of all state agencies. For additional information, please see attached job description.

Education and Experience Requirements: See job description.

Method of Application: ALL SOURCES - Current State of Oklahoma employees in the classified service or those having reinstatement rights: Submit **two (2) complete sets** of all of the following application materials: Preferred method of application is through www.internaljobs.ok.gov. Also 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. In addition, the Oklahoma Commission on Children and Youth may request a Certificate of Eligibility from the Office of Personnel Management. **All others are to apply at the Office of Personnel Management, 2101 N. Lincoln Blvd., Oklahoma City, Oklahoma, and (405) 521-2177.**

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

If you have any questions regarding this position or the application process, please call Mr. Walsh at (405) 606-4913.

An Equal Opportunity Employer

Level III**Code: H51C****Salary Band: M**

This is the specialist level of this job family where employees are assigned advanced level responsibilities. In this role they will be responsible for performing highly independent work and will be given a great deal of latitude in making decisions regarding findings and community challenges. They may also be assigned responsibilities for serving as a team leader or other comparable duties on a limited basis.

Knowledge, Skills and Abilities required at this level include those identified at Level II

Education and Experience requirements at this level consist of those identified in Level II plus one additional year of qualifying experience.