



# MERIT PROTECTION COMMISSION

Preserving the integrity of the Oklahoma Merit System



## RECRUITMENT ANNOUNCEMENT

### PERSONNEL PROGRAMS ANALYST, C37B

Level II, PayBand L, \$2,834.33 - \$3,779.08

May be underfilled as:

### PERSONNEL PROGRAMS ANALYST, C37A

Level I, PayBand K, \$2,576.67 - \$3,435.58

Opening Date:	March 1, 2010 8:00 a.m.	Closing Date:	March 5, 2010, 5:00 p.m.
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Vacancies: One      Announcement: 10-02      PIN: 29800007

Work Location: Oklahoma Merit Protection Commission

Immediate Supervisor: Susan Bussey, Executive Director

#### Key Duties:

- Coordinates and conducts Merit Protection Commission investigations.
- Reviews and analyzes complaints and appeals filed with MPC of alleged violations of the Oklahoma Personnel Act or of the Merit System of Personnel Administration rules.
- Serves as a mediator or Alternative Dispute Resolution Program Facilitator for issues and disputes consistent with applicable laws and standards for the Oklahoma Supreme Court and Commission.
- Assist in the development, implementation and presentation of mandatory and elective training courses.
- Responds to inquiries and expresses opinions regarding policy, procedures and rules.
- Acts as a representative or advocate for the Merit Protection Commission or programs at meetings, hearings, seminars, social functions and with the general public.

**Education and Experience for Level II:** Requirements are the same as Level I plus one year of professional experience investigating complaints of professional experience investigating complaints of violations of the Oklahoma Personnel Act and the Oklahoma Merit Rules for Employment. **Level I -** Requirements consist of a bachelor's degree and one year of professional experience in personnel administration, employee or labor relations, affirmative action, equal opportunity as a discrimination/employment law investigator, or mediations or negotiations; or an equivalent combination of education and experience.

**Additional Factors for Consideration:** A probationary or trial period may be required. The hiring of this position is subject to the Cabinet Secretary's approval of a Personnel Transaction Freeze Exception Request, OPM 92.

**Method of Application:** ALL SOURCES – Current State employees in the classified service or those having reinstatement right. *Submit three (3) complete sets of all the following application materials: A completed Office of Personnel Management Data Summary Sheet (OPM-4B), a copy of your latest evaluation (PMP) and a cover letter which contains the job title and announcement number of the position for which you are applying, your daytime phone number; your mailing address and your current job classification and code.*

#### Submit Application Materials to:

Oklahoma Merit Protection Commission  
 Attn: Patti Ormerod  
 Human Resources Programs Manager  
 3545 NW 58<sup>th</sup>, Suite 360  
 Oklahoma City, OK 73112  
 Fax: (405) 528-6245

Questions and/or reasonable accommodations needed regarding this announcement and interview process should be directed to Patti Ormerod at (405) 525-9144.

\*The job family descriptors for this position are available at [www.ok.gov/opm/](http://www.ok.gov/opm/)