

Oklahoma Merit Protection Commission

RECRUITMENT ANNOUNCEMENT

EXECUTIVE ASSISTANT

UNCLASSIFIED: **The annual salary will be determined based on qualifications**

Opening Date:	September 8, 2014, 8:00 a.m.	Closing Date:	September 19, 2014, 5:00 p.m.
---------------	------------------------------	---------------	-------------------------------

Vacancies: One

Announcement:

PIN:

Work Location: 3545 NW 58th Street, Suite 360, Oklahoma City, OK 73112

Immediate Supervisor: Carol Shelley, Executive Director

Key Duties:

- 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.
- Assists in presentation of mandatory and elective training courses.
- Responds to inquiries and explains facts regarding policy, procedures and rules.
- Schedules cases for mediation or negotiation conference, and notifies appeal parties and their representatives. Other duties as assigned

Education and Experience: requirements for this position consist of a bachelor's degree and two years 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: Preferred Qualifications: Certified Investigator, Mediator
Grievance Manager

Method of Application: Please submit a resume and cover letter to:

Submit Application Materials to:

Oklahoma Merit Protection Commission
Attn: Carol Shelley
3545 NW 58th Street, Suite 360
Oklahoma City, OK 73112
Fax: (405) 528-6245

Questions regarding this announcement and selection process should be directed to
Carol Shelley (405) 525-9144.

*The job family description for this position is available at <http://www.ok.gov/opm>