



#### INTERNSHIP AVAILABLE

**The Oklahoma Office of State Finance (OSF)** is looking for qualified applicants for 1 (one) full-time internship. This position is eligible for a generous total rewards package. Benefits include medical, dental, life, and disability insurance products as well as defined benefit and defined contributions retirement plans. Full time employees earn three (3) weeks paid annual and three (3) weeks paid sick leave in the first year as well as enjoy 10 paid holidays annually, flexible work hours, comp time, longevity pay and tuition reimbursement.

Office of State Finance Employment Applications may be downloaded at [www.osf.ok.gov](http://www.osf.ok.gov). Interested applicants should submit a completed application along with a cover letter and resume.

#### BUDGET ANALYST INTERN

**Department:** Office of State Finance  
**Reports To:** Director, Budget Division  
**Division:** Budget Division  
**Salary commensurate on education and experience**

**Position Purpose:** This is professional work in the field of budget administration and program policy analysis. An employee in this class performs the less difficult budget analysis work in administering the duties and responsibilities of the Budget Division in the Office of State Finance. An employee may be assigned a group of smaller and less complex agencies and work with and assist budget analysts of a higher level. The Budget Division Director may assign larger or more complex agencies at their discretion. Work at this level includes conducting research, fiscal analysis and making funding recommendations concerning various policy issues of limited complexity.

Duties also include tracking appropriations and policy legislation, making recommendations to the Budget Division Director on budget items, and monitoring agency expenditures. Work at this level normally receives close supervision by an administrative superior. People in this position will work with fiscal and operating officials to obtain information or to explain well established policies, procedures, principles and precedents. Work which involves advanced decisions or determinations is subject to close supervisory review. Detailed instructions for duties to be performed are frequently received from an immediate supervisor.

Any one position may not involve all of the specified duties or knowledge, skills and abilities, nor are the listed examples exhaustive.

**Principal Activities:** The principal activities include the following:

- Attends Executive Budget hearings to explain and review recommendations and alternatives; attends hearings of House and Senate Appropriation Committees and answers questions concerning Executive budget recommendations.
- Analyzes and examines budget requests from state agencies for completeness, accuracy, and conformance with procedures and regulations. This may also involve developing forms and instructions for agency use in submission of budget requests and providing technical assistance to agencies.
- Reviews programs of various state departments in terms of program priorities, expenditures of funds, and coordination of services. Examines requests to evaluate needs and priorities of agencies and to determine where funds may be cut and where additional funds may be necessary; examines alternatives available in funding agency programs. Develops recommendations for agency program funding and prepares justifications for each recommendation for possible inclusion in the Governor's Executive Budget.
- Accumulates and analyzes budget requests, income and expenditure data for preparation of budget-to-actual and other financial reports; maintains data on budgetary systems and financial programs.

- Tracks appropriation and policy legislation concerning assigned agencies; attends hearings; prepares reports on status of bills, and makes sign/veto recommendations to the Budget Division Director.
- Researches and analyzes current policy issues relating to assigned agency programs and develops specific recommendations.
- Examines budget estimates for completeness, accuracy and conformance with procedures and regulations. Assembles fiscal and statistical data for use in budgetary and program evaluations, and maintains files on budgetary information.
- Performs other related duties as assigned.

**EDUCATION AND/OR EXPERIENCE:** (Applicants may be asked to complete a budget exercise.) Graduation from a four-year college or university with a Bachelor's degree; degree in public or business administration, accounting, finance or economics preferred; or an equivalent combination of education and experience. Other degrees may be considered if appropriate math, accounting and analytical skills can be demonstrated.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business and government periodicals, professional journals, technical procedures, and governmental regulations. Ability to formulate questions as well as define policy issues and recommend funding and program solutions. Ability to write reports, business correspondence, programming specifications and procedure manuals. Ability to effectively present results of analysis, communicate recommended solutions and answer questions from the Executive and Legislative Branch, state agencies and the public.

**COMMUNICATION SKILLS:** Ability to organize and present the results of research or analysis effectively in oral, written and graphic form. Ability to establish and maintain effective working relationships with department officials and staff associates. Ability to work effectively with internal and external stakeholders, customers, agency staff and other state agency staffs. Must be able to demonstrate a high degree of interpersonal skills in both verbal and written communications.

**REASONING ABILITY:** Ability to comprehend program goals, objectives, and operations and to relate these to budget and program analysis. Ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations.

**MATHEMATICAL SKILLS:** Ability to prepare and interpret financial reports and statements. Some knowledge of research methodology including the use of statistics and data collection. Ability to work with mathematical concepts such as probability and statistical inference and apply the concepts to practical situations and to work with accounting and financial concepts.

**COMPUTER SKILLS:** Proficiency in Microsoft Office Applications, intermediate and advanced Excel and Word.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel. The employee frequently is required to stand, walk, sit, and reach with hands and arms.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to a variety of work environments in standard office situations.

For additional information on job duties please contact Sebastian Davis at [Sebastian.davis@oja.ok.gov](mailto:Sebastian.davis@oja.ok.gov).

***Department of Central Services  
Information Services Division***

**POSITION:** (1) One – Carl Albert Undergraduate Intern

**LOCATION:** Will Rogers Building  
2401 North Lincoln Blvd  
Oklahoma City, Oklahoma 73105

**SALARY:** \$10.00/Hour

**ACCOMMODATIONS:** None

**SEND RESUME & TRANSCRIPT TO:** Department of Central Services  
Human Resources Department  
2401 North Lincoln Blvd., Suite 212  
Oklahoma City, Oklahoma 73105

This position is available for currently enrolled students who have completed a minimum of two years at an accredited college or university. The candidates should be working toward a degree in Management Information Systems or Computer Science with an emphasis on computer programming. Prefer candidates whose career path is more towards programming instead of hardware.

This position will be assigned to various IS projects including the division's intranet portal, database conversions, documentation and other duties as assigned. The selected candidate will work under the supervision of the Lead Application Developer and/or the IS Manager. The selected candidate must be able to clearly and concisely express ideas, both oral and written. Programming will be mainly .NET (C#) and MSSQL. Must have experience with Microsoft Office products. There is a maximum of 20 hours per week and the hours must be between 7:00 a.m. and 5:00 p.m.

The position will remain open until filled.

**OFFICE OF STATE TREASURER  
STUDENT INTERN PROGRAM  
(Fall, 2007)  
Pay Range - \$10.00 to \$12.00 hourly**

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**DESCRIPTION**

The Office of State Treasurer is a state agency with approximately 70 employees. The office is responsible for the treasury function of the State, and accordingly, it manages and invests state funds. Further, it performs banking functions for the approximately 150 other state agencies. Such functions include receiving deposits, disbursing monies, executing investment transactions at the agencies' direction, maintaining account balances, and providing monthly account statements. Additionally, this office has responsibility for administering the unclaimed property program for the state.

The Student Intern Program consists of one position for students enrolled in an institution of higher education and working toward an undergraduate or graduate degree in Accounting, Finance, or a related field. The position will report directly to the Internal Auditor. The intern will be assigned a variety of entry-level duties. These duties are described in the "Job Description" section.

**ELIGIBILITY REQUIREMENTS**

Applicants must be at a level of junior or higher and have completed at least 12 semester credit hours of undergraduate accounting courses with a cumulative grade point average of 3.0 or above on a 4.0 scale. Preference will be given to applicants who have computer spreadsheet and word processing skills. Applicants must be able to work a minimum of 12 hours per week (Monday - Friday).

**APPLICATION REQUIREMENTS**

All of the following items must be sent to the Personnel Manager, Office of the State Treasurer for an application to be considered complete:

- A completed and signed application form;
- Verification of current enrollment;
- Transcript(s) from accredited college or university;
- A résumé; and
- A letter of recommendation from a faculty member of the college or university where the applicant is enrolled or from a current or prior employer. Letters must be from non-relatives.

**\*depending upon intern availability and program funding**

**COMPENSATION**

The intern pay rate shall be at the discretion of the State Treasurer's office, and shall be determined based upon the individual intern's experience level and other factors. The pay range is \$10.00 to \$12.00 per hour

## **BENEFITS**

Interns are not eligible for benefits.

## **CONDITIONS OF EMPLOYMENT**

Any applicant who receives an appointment shall:

- Continue making progress toward an undergraduate or graduate degree;
- Maintain their grade point average; and
- Have no right or expectation of continued employment with the State Treasurer because of participation in this program.

## **TERMINATION OF INTERNSHIP AGREEMENT AND SEPARATION**

The State Treasurer, the Internal Auditor, or the intern may terminate the internship agreement at any time without notice. The State Treasurer, or the Internal Auditor, may terminate an intern with or without cause.

Possible causes of termination could include, but are not limited to:

- Failure to comply with ethics rules
- A prohibited or unacceptable conflict of interest
- Failure to report to work without notifying the appropriate supervisor;
- Consistently failing to work the required minimum number of hours per week;
- Unsatisfactory work performance;
- Failure to maintain confidentiality or objectivity; or
- Loss of funding for the intern program.

## **JOB DESCRIPTIONS**

The intern will be assigned tasks to complete under the supervision of the Internal Auditor. The intern should be familiar with accounting principles and practices. Intern duties in the internal audit area may include the following:

- Completing predetermined tests designed to evaluate the effectiveness of internal control procedures, maintaining objectivity and confidentiality when specified;
- Entering data into spreadsheets;
- Assisting in preparing and organizing working papers;
- Using proper grammar, punctuation, and format in written documentation;
- Filing and copying; and,
- Other duties as assigned.

**OFFICE OF STATE TREASURER  
STUDENT INTERN PROGRAM  
(Fall, 2007)**

**Application**

**PERSONAL DATA** (Please Type or Print)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
University of College

\_\_\_\_\_  
Major or Area of Specialization

\_\_\_\_\_  
Cumulative GPA Expected Graduation Date Completed Degrees

\_\_\_\_\_  
Minor

**2007 SPRING WORK HOURS**

WEEKDAY	FROM	TO	# OF HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total Hours Per Week			

**\* depending upon intern availability and program funding**

**Please**

**Complete ELIGIBILITY REQUIREMENTS**

- Junior level or higher;
- Completed at least 12 semester credit hours in accounting
- Maintaining a minimum GPA of 3.0 on a 4.0 scale; and
- Able to work a minimum of 12 hours.

**APPLICATION REQUIREMENTS**

- Completed and signed application form;
- Verification of current enrollment;
- Transcript(s) from college or university;
- Résumé with work experience, educational background, extracurricular activities, and honors/awards; and
- Letter of recommendation from a faculty member or from a current or prior employer (not a relative).

**We will accept applications until the position is filled.** Faxed copies may be submitted but must be followed by original documents.

**Submit information to:**

Personnel Manager  
Office of State Treasurer  
4545 Lincoln Boulevard, Suite 106  
Oklahoma City, OK 73105-3413  
Fax: 405-521-4993

**APPLICANT SIGNATURE**

I hereby certify that all statements made on this application are true and correct and I understand that any false statement made by me on this application and any attachments could cause me to be ineligible for the intern program or terminated from the intern program. I authorize the State Treasurer, or his designee, to investigate and verify the facts claimed by me on this application and any attachments.

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Signature

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Date



# Position Announcement Financial Loan Analyst (D10)

Oklahoma Water Resources Board • 3800 N. Classen Blvd. • Oklahoma City, OK  
73118 • (405) 530-8800 • Fax (405) 530-8900

Announcement Date: **October 2, 2006**

Closing Date: **Until Filled**

**Application Filing Procedures:** Applicants filing for the position as a result of this announcement must send their resume no later than 5:00 p.m. on the closing date stated above. Any qualified applicant with a disability may request reasonable accommodation to complete the application/interview process. The specific nature of the accommodation requested and the reason for the request must be indicated at the time the resume is submitted.

**Duties and Requirements:** In addition to the duties and requirements listed in the Job Family Index on the Office of Personnel Management's website, the position requires various other duties including:

**Financial Review:** Under direct supervision, performs technical and financial analysis of loan applications to ensure adequate technical, financial, accounting data, legal documents, contracts, proposals, and other applicable records and documents has been submitted to facilitate financial credit analysis. Tracks the progress of loans to ensure loans are closed in accordance with the OWRB's bond indentures. Monitors a portfolio of loans to ensure compliance with loan covenants. Prepares various loan documents, reports, and correspondence.

**Technical Assistance:** Works on a team assigned to a particular loan project to provide assistance to local officials, financial advisors, consulting engineers, attorneys, and the public regarding OWRB loan and grant programs.

**Program/Project Development:** Participates in various activities or special projects to improve or expand OWRB funding programs. Activities may include helping to develop marketing/customer service strategies and program evaluation processes, updating the Divisional website, or streamlining programmatic processes.

**Job Family:** Financial Loan Analyst  
Level I (D10A)

**Vacancies:** (1) one  
Carl Albert Public Internship Program Executive  
Fellows Intern

**Work Location:** Financial Assistance Division  
Oklahoma City Office

**Pay Band/Salary Range:** \$15.00 per hour

**Send Resume & Transcript To:**  
Oklahoma Water Resources Board  
Attn: Human Resources  
3800 N. Classen Blvd.  
Oklahoma City, OK 73118

**Phone:** (405) 530-8800

**Fax:** (405) 530-8900

# OKLAHOMA WATER RESOURCES BOARD

## VACANCY ANNOUNCEMENT

Position Open September 18<sup>th</sup> –September 29<sup>th</sup> 2006 or until filled

The Oklahoma Water Resources Board (OWRB) is seeking a **Carl Albert Executive Fellow**. The successful candidate will be a currently enrolled graduate student and will work within the Water Quality Programs Division Lakes and Special Studies Section. Successful candidates will possess strong skills in the following areas: field sampling, technical, communication, organization, and interpersonal.

**Pay Scale:** \$14.50/hr.

**Anticipated Number of Vacancies:** 1

**Specific Location of Work:** Oklahoma Water Resources Board  
3800 North Classen Boulevard  
Oklahoma City, OK 73118

### Description of Work Duties:

The successful CAEF candidate will be perform tasks analogous to those performed by an Environmental Specialist at the OWRB in the Lakes & Special Studies Section of Water Quality Programs Division. Projects the candidate will work on include the State and National Lakes Probabilistic Sampling, Central Oklahoma Master Conservancy Districts contract for water quality, hydrographic mapping contracts and finally assist with restoration projects statewide. Primary duties will be to assist in the preparation and execution of the two probabilistic lakes sampling projects. Desired skills sets for these duties include extensive GIS knowledge, contact with the public, field sampling and reporting skills. The successful candidate may also assist with data collection for lake hydrographic surveys. Other possible duties include in field activities such as collection of environmental data, aquatic plant propagation and observing subcontractor activities.

Moderate to heavy physical exercise including but not limited to; carrying field equipment, operating certain sample collection equipment, and wading for prolonged periods while working are expected. Experience with the operation of boats or other watercraft is a plus, but not required. GIS capability, water quality sampling and OWRB employment experience is highly desirable.

For additional information on job duties please contact Paul Koenig at [pdkoenig@owrb.state.ok.us](mailto:pdkoenig@owrb.state.ok.us) or to apply for the position, please contact JaNeal Bougher at (405) 530-8800.