



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Data Services Division
1110 N.E. 12th Street
Oklahoma City, OK 73117
405.522.1525



Date: 09.25.09

Subject: CAPIP Position Vacancy Job Description

To: OKDHS/CAPIP

Position Vacancy: 83012149
Executive Fellow, 0287, Pay Band K
Unclassified Service/Permanent Status
Data Services Division – Customer Relations and Support
Oklahoma City, OK

Job Description Essential Functions:

- Provide technical-level procurement, finance, and budgeting services; consult with technical and business units to coordinate information technology purchases based on current technology, best practices, and competitive pricing; prepare, execute, and track purchase authorizations for products and services; comply with federal, state, and agency procurement statutes, policy, and ethics
- Conduct market analysis and research for customer business needs; interview business and technical customers; articulate through written, verbal, or presentation communication the needs, value, and status of customer needs and requests; develop business cases and project/initiative proposals; manage stakeholder expectations and communication; demonstrate customer-centric approaches
- Apply customer relations/services and public relations skills and best practices; manage stakeholder expectations and communication; demonstrate customer-centric approaches; consult with business and technical customers; represent the agency or division on committee, teams, and task forces

Job Description Marginal Functions:

- Participate in problem solving, root cause analysis, and risk assessments; conduct data collection and monitor qualitative metrics
- Plan and meet deadlines; facilitate meetings and presentations; manage stakeholder expectations; communicate process performance and status
- Identify and document business processes, institutionalize process improvement methodology and practices
- Mentor lower level staff; interview customers to harvest customer specifications and requirements

Preference/Selective Qualifications:

- Education, experience, or certification in procurement/finance, employment/training management, business analysis, customer relations, or project management
- Education, experience, or certification in process improvement and maturity, or business process engineering

Special Considerations:

Job-Related Travel Extensive Occasional None

Shift Work Yes No

Hours Begin 8:00am End 4:00pm Flexible Yes

Agency Contact:

Linda Haley
HR Management Specialist III
OKDHS/Data Services Division
1110 NE 12th Street Oklahoma City, OK 73117
405.522.1392

/// Electronically Signed ///

Daron Everhart, PMP, CPO
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OKDHS/Data Services Division