



## OKLAHOMA DEPARTMENT OF HUMAN SERVICES

**Data Services Division**  
1110 N.E. 12<sup>th</sup> Street  
Oklahoma City, OK 73117  
405.522.1525



**Date:** 10.13.10

**Subject:** CAPIP Position Vacancy Job Description

**To:** OKDHS/CAPIP

**Position Vacancy:** 83012149  
Executive Fellow, 0287, Pay Band L  
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 12<sup>th</sup> Street Oklahoma City, OK 73117  
405.522.1392

/// Electronically Signed ///

**Daron Everhart**, PMP, CPO  
Director, Customer Relations and Support  
OKDHS/Data Services Division



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**Date:** 10.13.10

**Subject:** CAPIP Position Vacancy Job Description

**To:** OKDHS/CAPIP

**Position Vacancy:** 830XXXXX  
Executive Fellow, 0287, Pay Band N  
Unclassified Service/Permanent Status  
Data Services Division – Project Management Office  
Oklahoma City, OK

### **Job Description Essential Functions:**

- Provide project management for information technology projects approved by information technology governance boards, and for complex data center facility projects for ongoing infrastructure growth, maintenance, and replacements; demonstrate effective project management, information technology methodologies, skills, tools, and techniques
- 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 project plans and artifacts; 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 project performance and status
- Identify and document project processes and deliverables, institutionalize project management methodology and practices
- Mentor lower level staff; interview customers to harvest customer specifications and requirements

### **Preference/Selective Qualifications:**

- Education, experience, or certification in project management or business analysis methodologies and practices
- 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

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