

State of Oklahoma
Office of Personnel Management

Carl Albert Public Internship Program



Directory of Executive Fellows
and Undergraduate Interns
Fall 2006

State of Oklahoma
Office of Personnel Management
Office of Communications

Oscar B. Jackson, Jr., Administrator
Cabinet Secretary of Human Resources and Administration

Jenny Chong
Carl Albert Public Internship Program Coordinator

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Executive Fellows

Nduta Mbugua Ahmad

Oklahoma State Department of Health

1000 NE 10th Street

Oklahoma City, OK 73110

(405) 271-4171 (P)

(405) 271-4994 (F)

ndutaA@health.ok.gov

University of Oklahoma

Nduta is pursuing a Master's degree in Human Relations.

Executive Fellow Start Date

November 2006

Duties and Responsibilities

Nduta serves as a personnel liaison interpreting and advising agency personnel staff, employees, supervisors, managers and deputy commissioners of rules, laws and policies involving personnel issues and actions. She also prepares, reviews, and processes all personnel actions and applications for the employees of two services areas; ensures compliance with applicable laws and rules concerning appointments, promotions, demotions, transfers, separations and other actions. Nduta also maintains Peoplesoft database of employee personnel records, prepares and processes recommendations for requests for salary changes, determines salary changes for personnel actions such as appointments, promotions, transfers, demotions, and reinstatements.

Sarah Barber

Office of Personnel Management

2101 N. Lincoln Blvd.
Oklahoma City, OK 73105
(405) 521-2177 (P)
(405) 524-6942 (F)
sara.barber@opm.ok.gov

University of Oklahoma

Sarah is pursuing her Master's degree in Public Administration.

Executive Fellow Start Date

April 2006

Duties and Responsibilities

Sarah provides HR and Payroll services for several small states agencies utilizing the PeopleSoft system. This includes processing time and leave information, benefits, direct deposits, retirement, and workers' compensation. She also performs agency liaison work by providing accurate and timely information, both orally and in writing, to inquiries concerning Merit System Rules, OPM policies and procedures, and state statutes. Sarah also utilizes the HR Legacy and PeopleSoft computer system, audits, reviews, and processes personnel actions submitted by agencies to determine if actions are in compliance with current policies and procedures, Merit System Rules or state and federal laws.

Ileana Bauman

Department of Rehabilitation Services

3535 NW 58th Street, Suite 500

Oklahoma City, OK 73112

(405) 522-7978 (P)

(405) 522-7980 (F)

University of Oklahoma

Ileana is pursuing a Master's degree in Human Relations/Counseling.

Executive Fellow Start Date

October 2006

Duties and Responsibilities

Ileana manages a caseload of Spanish speaking clients with various types of disabilities. She provides medical assessment of disabling condition and vocational assessment of skills and abilities. She also provides vocational guidance and counseling, and other appropriate services to help clients achieve employment goals. In addition, she analyzes and address barriers to successful employment outcomes, provides outreach to the Hispanic community in the southwest quadrant of the state, and develops contact with the Latino community organizations and leaders.

Nicole D. Baylor

Oklahoma Water Resources Board

3800 N. Classen Blvd.
Oklahoma City, OK 73118
(405) 530-8800 (P)
nbaylor@owrb.state.ok.us

University of Oklahoma

Nicole is pursuing a Master's degree in Geology & Environmental Science.

Executive Fellow Start Date

February 2005

Duties and Responsibilities

Nicole's duties include researching legal data, preparing rough drafts and/or final forms of briefs and arguments, and conducting field investigations to ensure accuracy of data and facts. She also locates and assembles legal material for use in scheduling agency hearings, assists the General Counsel in the preparation and filing of court actions, and answers inquiries concerning legal issues from the public and agency personnel. Nicole also locates and interviews witnesses, serves notices and copies of pleadings, and develops and maintains files on research resources and agency legal issues.

Jake Nicholas Betz

Oklahoma Department of Transportation

200 N.E. 21st Street

Oklahoma City, OK 73105

(405) 521-6000 (P)

(405) 521-2524 (F)

NBetz@odot.org

University of Central Oklahoma

Jake earned a Master's degree in Business Administration in August 2005.

Executive Fellow Start Date

April 2005

Duties and Responsibilities

Jake is responsible for support of the Public Affairs staff to include coordinating and compiling public relations video and newspaper clippings, preparing traffic advisories, and increasing the generation of press releases and the design of other types of publicity.

Christina De La Rosa

Office of Juvenile Affairs

2814 Sante Fe
Oklahoma City, OK 73118
(405) 530-2800 (P)
(405) 530-2890 (F)
chrdel@oja.state.us.gov

Oklahoma State University

Christina is pursuing a Doctorate's degree in Counseling Psychology.

Executive Fellow Start Date

January 2006

Duties and Responsibilities

Christina conducts initial interviews with clients to obtain pertinent psychological information. She administers, scores, and interprets various intelligence, personality, aptitude, and/or psychological tests, and develops an appropriate treatment plan based on test findings and interviews. She conducts individual, group, and family therapy sessions and prepares comprehensive evaluation reports. Cynthia participates in and develops psycho-educational programs, which include parenting workshops, children's groups, and health fairs. She appears in court and provides testimony in client hearings and other areas.

Debby Doughty

Office of Juvenile Affairs

2814 Sante Fe

Oklahoma City, OK 73118

(405) 530-2824 (P)

(405) 530-2890 (F)

debdou@oja.state.ok.us

University of Tulsa

Debby is pursuing a Master's degree in Clinical Psychology.

Executive Fellow Start Date

April 2005

Duties and Responsibilities

Debby conducts initial interviews with clients to obtain pertinent psychological information. She administers, scores, and interprets various intelligence, personality, aptitude, and/or psychological tests, and develops an appropriate treatment plan based on test findings and interviews. She conducts individual, group, and family therapy sessions and prepares comprehensive evaluation reports. Debby participates in and develops psycho-educational programs, which include parenting workshops, children's groups, and health fairs. She appears in court and provides testimony in client hearings and other areas.

Jerry Blake Edwards

Department of Rehabilitation Services

321 S. 3rd, Suite 7
McAlester, OK 74501
(918) 423-8800 (P)
(918) 429-1828 (F)

East Central University

Jerry is pursuing a Master's degree in Rehabilitation Counseling.

Executive Fellow Start Date

August 2005

Duties and Responsibilities

Jerry provides vocational rehabilitation services, including counseling and guidance to persons with disabilities in meeting problems of a personal, social, or vocational adjustment nature. He works with a caseload of individuals and provides a range of services such as vocational assessment and job placement and follow-up. Jerry plans and arranges rehabilitation services and conducts comprehensive assessments of vocational rehabilitation consumers.

Cynthia Griffin

Oklahoma Health Care Authority

4545 N. Lincoln Blvd, Ste. 124
Oklahoma City, OK 73105
(405) 641-6757 (P)

Langston University

Cynthia is pursuing a Master's degree in Rehabilitation Counseling.

Executive Fellow Start Date

August 2005

Duties and Responsibilities

Jerry provides vocational rehabilitation services, including counseling and guidance to persons with disabilities in meeting problems of a personal, social, or vocational adjustment nature. He works with a caseload of individuals and provides a range of services such as vocational assessment and job placement and follow-up. Jerry plans and arranges rehabilitation services and conducts comprehensive assessments of vocational rehabilitation consumers.

Andrew Haynes

Attorney General

2300 N. Lincoln Blvd. #112
Oklahoma City, OK 73105
(405) 521-3921 (P)
(405) 521-6246 (F)

University of Oklahoma

Andrew is pursuing a Law degree.

Executive Fellow Start Date

June 2006

Duties and Responsibilities

Andrew is responsible for working with the Criminal Appeals Section in the Office of Attorney General. He will also perform legal research through Westlaw and brief files for preparation of briefs to be filled by the Criminal Appeals Section. Andrew will also be required to write memorandums to AAGs as to supporting law.

Andrew Hester

Oklahoma State & Education Employees Group Insurance Board

3545 NW 58th Street, Ste. 110

Oklahoma City, OK 73112

(405) 717-8701 (P)

(405) 717-8941 (F)

Oklahoma City University

Andrew is pursuing a Master's degree in Business Administration.

Executive Fellow Start Date

October 2006

Duties and Responsibilities

Andrew is responsible for constructing technical and administrative documents, reports, PowerPoint presentations and writing technical instructions as needed. In addition he develops communication materials for Insurance Coordinators and members; responsible for HIPPA compliance activities within the division; assist with coordinating Option Period activities including preparation of necessary materials and forms. Andrew also develops surveys to illicit feedback from Insurance Coordinators and members; coordinates distribution of surveys following on-site training visits; determine eligibility and provides verification to pre-certification TPA and resolving any issues.

Carol Lee Inman

Oklahoma Employment Security Commission

2401 N. Lincoln Blvd.
Oklahoma City, OK 73152
(405) 557-7221 (P)

Oklahoma City University

Carol is pursuing a Master's degree in Liberal Arts.

Executive Fellow Start Date

March 2006

Duties and Responsibilities

Carol analyzes, reviews, and compiles statistical data. She also prepares and arranges statistical tables and charts for compilation into manuals, handbooks and reports. Carol also reviews and corrects LMI data and publication plans and develops and conducts LMI training conferences and seminars.

Alicia Irvin

Office of Juvenile Affairs

P.O. Box 268812

Oklahoma City, OK 73126

(405) 530-2800 (P)

Oklahoma State University

Alicia is pursuing a doctorate degree in Counseling Psychology.

Executive Fellow Start Date

August 2006

Duties and Responsibilities

Alicia conducts initial interviews with clients to obtain pertinent psychological information to make appropriate diagnosis. She also administers, scores, and interprets various intelligence, personality, aptitude, and psychological tests. Alicia also develops appropriate treatment plans based on test findings and interviews for individual, group, and family therapy sessions.

Brian Jepsen

Office of Personnel Management

2101 N. Lincoln Blvd.

Oklahoma City, OK 73105

(405) 521-2177 (P)

(405) 524-6942 (F)

brian.jepsen@opm.ok.gov

University of Oklahoma

Brian is pursuing his Master's degree in Public Administration.

Executive Fellow Start Date

April 2006

Duties and Responsibilities

Brian is responsible for conducting position audits, reviewing and processing of personnel actions, and responsible for the creation/development of Job Family Descriptors. He also reviews and processes Pay Movement Mechanism requests, and in an advisory/regulatory capacity, serves as a liaison to assigned state agencies.

Cynthia Johnson

Department of Rehabilitation Services

S. Air Depot
Midwest City, OK 73110
(405) 737-4897 (P)
cjohnson@drs.state.ok.us

Langston University

Cynthia is pursuing a Master's degree in Rehabilitation Counseling.

Executive Fellow Start Date

November 2004

Duties and Responsibilities

Cynthia provides vocational rehabilitation services, including counseling and guidance to persons with disabilities in meeting problems of a personal, social, or vocational adjustment nature. She works with a caseload of individuals and provides a range of services such as vocational assessment and job placement and follow-up. Cynthia plans and arranges rehabilitation services and conducts comprehensive assessments of vocational rehabilitation consumers.

Kory Kirkland

Office of Attorney General

2300 N. Lincoln Blvd. #112
Oklahoma City, OK 73105
(405) 521-3921 (P)
(405) 521-6246 (F)

Oklahoma City University

Kory is pursuing a law degree.

Executive Fellow Start Date

June 2006

Duties and Responsibilities

Kory is responsible for working with the General Counsel Section in the Office of Attorney General. He will also perform legal research through Westlaw and brief files for preparation of briefs to be filled by the General Counsel Section. Kory will also be required to write memorandums to AAGs as to supporting law.

Cynthia Kyle

Department of Rehabilitation Services

5813 S. Robinson

Oklahoma City, OK 73109

(405) 635-2750 (P)

ckyle@drs.state.ok.us

East Central University

Cynthia is pursuing a Master's degree in Human Resources.

Executive Fellow Start Date

November 2005

Duties and Responsibilities

Cynthia's responsibilities include administering vocational tests, writing reports, and other duties that are essential to the job.

Fidelis Mbugua

Oklahoma Health Care Authority

4545 N. Lincoln Blvd., Ste. 124
Oklahoma City, OK 73105
(405) 522-7300 (P)
(405) 530-7218

University of Central Oklahoma

Fidelis is pursuing a Master's degree in Accounting.

Executive Fellow Start Date

November 2006

Duties and Responsibilities

Fidelis's is responsible for assigning with special projects, waiver activities and reporting. She provides training to agency staff or external stakeholders regarding projects, assists in reporting data, and interfaces with IS, Finance, Program Integrity and Planning, Quality Assurance/Improvement and SoonerCare program areas serving both providers and members.

Seth Miller

Department of Rehabilitation Services

225 W. Maple
Enid, Oklahoma 72701
(580) 233-0244 (P)
(580) 233-6536 (F)

Northwestern Oklahoma State University

Seth is pursuing a Master's degree in Counseling Psychology.

Executive Fellow Start Date

March 2006

Duties and Responsibilities

Seth's responsibilities include taking applications, completing certifications, completing individual plans of employment, and providing supportive services for clientele to be able to achieve goals of obtaining or maintaining gainful employment. He also does case documentation and verification of pertinent information in the case records.

Derek Neidig

CompSource Oklahoma

1901 N. Walnut

Oklahoma City, Oklahoma 73152

(405) 962-3506 (p)

(405) 962-3597 (f)

derek_n@compsourceok.com

University of Oklahoma

Derek is pursuing a Master's degree in Business Administration.

Executive Fellow Start Date

May 2006

Duties and Responsibilities

Derek reviews, analyzes, and approves personnel actions. He also evaluates jobs applications, conducts interviews, counsels' employees, and prepares certificates of eligibles for various positions.

Cathy Nguyen

Oklahoma Health Care Authority

4545 N. Lincoln Blvd, Suite 124
Oklahoma City, Oklahoma 73105
(405) 522-7300 (p)

Oklahoma City University

Cathy is pursuing a Master's degree in Business Administration.

Executive Fellow Start Date

October 2006

Duties and Responsibilities

Cathy performs QOC daily activities related to monthly receipts, response and processing of approximately 420 reports. She assists the Project Coordinator in monthly processing and verification of data as needed, receives and handles routine calls from providers and members concerning the QOC program, and assist in planning, organization and coordination of projects or research activities assigned to the Unit.

Amanda O'Quinn

Attorney General

2300 N. Lincoln Blvd. #112
Oklahoma City, OK 73105
(405) 521-3921 (P)
(405) 521-6246 (F)

Oklahoma City University

Amanda is pursuing a Law degree.

Executive Fellow Start Date

March 2006

Duties and Responsibilities

Amanda is responsible for legal research on administrative law and code. She also reviews files and legal memorandums.

Garrett Otteson

Oklahoma Employment Security Commission

2401 N. Lincoln Blvd.

Oklahoma City, OK 73152

(405) 557-7221 (P)

(405) 525-0139 (F)

University of Oklahoma

Garret is pursuing a Masters degree in Business Administration.

Executive Fellow Start Date

October 2006

Duties and Responsibilities

Garrett works on the BLS program and receives, reviews, and compiles labor market data. He also edits data for accuracy and prepares and arranges statistician tables and charts.

Ben Palmer

Department of Labor

4001 N. Lincoln Blvd.
Oklahoma City, OK 73105
(405) 528-1500 (P)
(405) 557-1214 (F)

University of Oklahoma Health Science Center

Ben is pursuing a Master's degree in Industrial Hygiene and Environmental Management.

Executive Fellow Start Date

March 2006

Duties and Responsibilities

Ben's responsibilities include conducting inspections of job sites where hazardous materials are being removed. He also performs comprehensive examinations, calibrates equipment, and collects data through sampling.

Christina M. Reininger

Department of Rehabilitation Services

8740 E. 11th Street, Ste. F

Tulsa, OK 74112

(918) 836-5556 (P)

(918) 835-2358 (F)

University of Arkansas

Christina has earned a Master's degree in Rehabilitation Counseling in December 2005.

Executive Fellow Start Date

November 2005

Duties and Responsibilities

Christina's duties include meeting with clients, assisting clients with job readiness, and helping clients fill out forms.

Danny Robison

Department of Rehabilitation Services

1000 Choctaw Avenue, Ste. 2

Chickasha, OK 73018

(405) 222-0685 (P)

(405) 222-5720 (F)

drobison@drs.state.ok.us

University of Arkansas

Danny is pursuing a Master's degree in Rehabilitation Counseling.

Executive Fellow Start Date

July 2005

Duties and Responsibilities

Danny provides vocational rehabilitation services, including counseling and guidance to persons with disabilities in meeting problems of a personal, social, or vocational adjustment nature. She works with a caseload of individuals and provides a range of services such as vocational assessment and job placement and follow-up. Danny plans and arranges rehabilitation services and conducts comprehensive assessments of vocational rehabilitation consumers.

Kimberly Samuels

Office of Juvenile Affairs

P. O. Box 268812
Oklahoma City, OK 73126
(918) 639-3543 (P)

Oklahoma State University

Kimberly is pursuing a Master's degree in Counseling Psychology.

Executive Fellow Start Date

August 2006

Duties and Responsibilities

Kimberly conducts initial interviews with clients to obtain pertinent psychological information to make appropriate diagnosis. She also administers, scores, and interprets various intelligence, personality, aptitude, and psychological tests. Kimberly also develops appropriate treatment plans based on test findings and interviews for individual, group, and family therapy sessions.

Jacob Smith

Office of Personnel Management

2101 N. Lincoln Blvd.

Oklahoma City, OK 73105

(405) 521-2177 (P)

(405) 524-6942 (F)

jacob.m.smith@opm.ok.gov

University of Oklahoma

Jacob is pursuing his Master's degree in Public Administration.

Executive Fellow Start Date

April 2006

Duties and Responsibilities

Jacob assists in the development and completion of the OPM Annual Salary Survey and Annual Compensation Report, which includes developing the survey instrument, selecting benchmark jobs, reviewing and analyzing market data, and writing the narrative report. He also reviews and analyzes agency requests to use pay movement mechanisms for conformance with rules, laws, and sound compensation principles and practices. Jacob also assists agencies in interpreting and applying the laws and regulations pertaining to compensation.

Laura Marie Sohl

Office of Personnel Management

2101 N. Lincoln Blvd.

Oklahoma City, OK 73105

(405) 521-2177 (P)

(405) 524-6942 (F)

laura.sohl@opm.ok.gov

University of Oklahoma

Laura has earned a Master's degree in Industrial/Organizational Psychology in December 2004.

Executive Fellow Start Date

December 2004

Duties and Responsibilities

Laura conducts Subject Matter Expert meetings, develops selection devices, documents development and validation of selection devices, and conducts performance evaluation audits.

Tunde O. Sosanya

Oklahoma Health Care Authority

4545 N. Lincoln, Ste. 124
Oklahoma City, OK 73105
(405) 522-7585 (P)
(405) 522-7240 (F)
sosanyat@ohca.state.ok.us

University of Oklahoma Health Science Center

Tunde has earned a Master's degree in Environmental Management/Industrial Hygiene in December 2005.

Executive Fellow Start Date

June 2005

Duties and Responsibilities

Tunde is responsible for assisting with Management & Audit Services Division planning, development and management of information systems utilized by the units for audits/reviews and reports. She also provides training to agency staff regarding the information systems utilized. Tunde also provides assistance in agency-wide statistical reporting.

Monique Stith

Department of Rehabilitation Services

300 N.E. 18th Street
Oklahoma City, OK 73105
(405) 521-3873 (P)
(405) 522-2139 (F)
mstith@drs.state.ok.us

Langston University

Monique is pursuing a Master's degree in Vocational Rehabilitation Counseling.

Executive Fellow Start Date

March 2005

Duties and Responsibilities

Monique provides vocational rehabilitation services, including counseling and guidance to persons with disabilities in meeting problems of a personal, social, or vocational adjustment nature. She works with a caseload of individuals and provides a range of services such as vocational assessment and job placement and follow-up. Monique plans and arranges rehabilitation services and conducts comprehensive assessments of vocational rehabilitation consumers.

Yohanes Pranowo Sugeng

Oklahoma Water Resources Board

3800 North Classen Boulevard
Oklahoma City, OK 73118
(405) 530-8800 (P)
(405) 530-8900 (F)

University of Oklahoma

Yohanes is pursuing his Master's degree in Civil Engineering.

Executive Fellow Start Date

April 2006

Duties and Responsibilities

Yohanes develops, prepares, reviews and approves engineering reports, plans/specifications, and designs for municipal water and wastewater facilities/systems. He also reports and studies to identify and recommend engineering solutions for OWRD bond/CWSRF loan projects. In addition, Yohanes provides technical advice and guidance to OWRB loan borrowers in support of their applications for proper financial assistance.

Tuong Vinh Thai

Oklahoma Employment Security Commission

2401 N. Lincoln Blvd.

Oklahoma City, OK 73152

(405) 597-5300 (P)

(405) 525-0139 (F)

tuong.thai@oesc.ok.gov

University of Central Oklahoma

Tuong is pursuing a Master's degree in Computer Science.

Executive Fellow Start Date

April 2005

Duties and Responsibilities

Tuong designs and develops automated web applications, reviews the analysis of user function activities, and evaluates resources and current application systems.

Ramona Tiger

Department of Rehabilitation Services

3535 NW 58th Street, Suite 500

Oklahoma City, OK 73112

(405) 372-2017 (P)

rtiger@drs.state.ok.us

Langston University

Ramona has earned a Master's degree in Rehabilitation Counseling in May 2006.

Executive Fellow Start Date

March 2006

Duties and Responsibilities

Ramona takes applications for services, determines eligibility based on medical information for priority group assignments, and develops plans of services that promote employment outcomes. She also provides guidance and counseling services.

Stephanie White

Oklahoma Public Employees Retirement System

624 NW 22nd Street
Oklahoma City, OK 73103
(405) 204-4132 (P)

University of Oklahoma

Stephanie is pursuing a Master's degree in Public Administration.

Executive Fellow Start Date

November 2006

Duties and Responsibilities

Stephanie creates, edits, updates, and proofreads OPERS publication and forms, member handbooks and the manual for Retirement Coordinators. She also writes articles and assists in the publication of the quarterly newsletter, and works closely with OPERS staff members as well as individuals from other state agencies, organization, vendors and consultants who assist in the preparation, publication, and distribution of agency publications. In addition, Stephanie assists with enrollment and presentation of retirement coordinator training sessions and pre-retirement seminars.

Jeff Worley

Oklahoma Department of Labor

4001 N. Lincoln Blvd

Oklahoma City, OK 73105

(580) 528-1500 (P)

jworley@oklaosf.state.ok.us

University of Central Oklahoma

Jeff is pursuing a Master's degree in Industrial Safety.

Executive Fellow Start Date

February 2006

Duties and Responsibilities

Jeff conducts and assists in inspection of abatement projects and conducts follow-up inspection to ensure compliance in applicable state and federal regulations. He also prepares reports, reviews plans, and consults with public and private entities. Jeff is also responsible for various administrative and database related functions.

Joseph Zume

Oklahoma Water Resources Board

3800 N. Classen Blvd.
Oklahoma City, OK 73118
(580) 530-8800 (P)
jtzume@owrb.state.ok.us

University of Oklahoma

Joseph is pursuing a Doctorate degree in Geography.

Executive Fellow Start Date

September 2005

Duties and Responsibilities

Joseph participates in conducting a groundwater investigation of the Arbuckle-Simpson Aquifer in South-Central Oklahoma. He also performs interpretations and analysis of water level, geochemical, and geologic data. Joseph also participates in development, interpretation and analysis of modeling data.

Undergraduate Interns

Phillip L. Acree

Office of State Finance

2209 N. Central
Oklahoma City, OK 73105
(405) 522-4531 (P)
(405) 522-3042 (F)

Oklahoma State University

Phillip is pursuing a Bachelor's degree in Information Assurance and Forensics.

Undergraduate Internship Start Date

September 2006

Duties and Responsibilities

Phillip assists the members of the Information Security team by performing administrative, operational and project specific activities related to daily operations and planned projects. He assists with the configuration and administration of existing and new security software, hardware, and appliances. Phillip also responds to direction and requests from Security team members to work on project tasks and activities.

Jefferson Clark

Oklahoma State & Education Employees Group Insurance Board

3545 NW 58th Street, Ste. 110

Oklahoma City, OK 73112

(405) 717-8808 (P)

(405) 717-8941 (F)

University of Oklahoma

Jefferson is pursuing a degree in Finance and Economics.

Executive Fellow Start Date

November 2006

Duties and Responsibilities

Jefferson works in the Information Technology Division with software installations, application troubleshooting, and hardware troubleshooting. He also deals with printer maintenance, hardware installation, and inventory maintenance of equipment, server maintenance, and Help Desk general duties. Jefferson's other duties include programming and database design.

Meagan Frank

District Attorneys Council

5916 NW 59th Street
Oklahoma City, OK 73122
(405) 417-8438 (P)

University of Central Oklahoma

Meagan is pursuing a degree in Psychology.

Undergraduate Internship Start Date

June 2006

Duties and Responsibilities

Meagan will sort, open, and distribute all division mail, answer all incoming calls, and prepare outgoing correspondence. She will also assist in preparation of organizing and preparing materials needed for Board Members, and use various computer programs to compile data, create forms, and prepare documents.

Blake Kerr

Oklahoma Insurance Department

2401 N.W. 23rd Street, Suite 28

Oklahoma City, OK 73107

(405) 522-0891 (P)

(405) 522-2640 (F)

blakekerr@insurance.state.ok.us

University of Central Oklahoma

Blake is pursuing a Bachelor's degree in Finance.

Undergraduate Internship Start Date

January 2006

Duties and Responsibilities

Blake's duties include reconciling security deposits of insurance companies that are held at the State Treasurer's office and documenting job procedures of the division. He also assists in processing, data entry and depositing of checks. Blake opens and sorts filing for analysts, pulls the premium tax checks and enters them into systems to prepare deposits, enters filings into systems, and checks for incomplete filings.

Kathryne Ogrod

Oklahoma State & Education Employee Group Insurance Board

3545 N.W. 58th Street
Oklahoma City, OK 73112
(405) 717-8808 (P)
(405) 717-8941 (F)

Oklahoma City University

Kathryne is pursuing a Bachelor's degree in Business Management.

Undergraduate Internship Start Date

October 2006

Duties and Responsibilities

Kathryne works in the Information Technology Division with software installations, application troubleshooting, and hardware troubleshooting. She also deals with printer maintenance, hardware installation, and inventory maintenance of equipment, server maintenance, and Help Desk general duties. Kathryne's other duties include programming and database design.

Lauren Skora

Department of Central Services

2401 N. Lincoln, Suite 212
Oklahoma City, OK 73105
(405) 522-2165 (P)

University of Central Oklahoma

Lauren is pursuing a Bachelor's degree in Economics/International Trade.

Undergraduate Internship Start Date

August 2006

Duties and Responsibilities

Lauren completes predetermined tests designed to evaluate the effectiveness of internal control procedures, enters data into spreadsheets, and assists in preparing and organizing working papers.

Trang Minh Ta

Oklahoma Insurance Department

2401 NW 23rd, Suite 28
Oklahoma City, OK 73107
(405) 522-4622 (P)
(405) 522-4163

Oklahoma City University

Trang is pursuing a Bachelor's in Accounting.

Undergraduate Internship Start Date

July 2006

Duties and Responsibilities

Trang maintains receipt logs for checks, prepare the daily deposits, audits travel claims, and performs cash reconciliations. She also resolves billing discrepancies with vendors and assists with the preparation of the annual budget and monthly financial reports.

Kenneth West

Oklahoma State & Education Employee Group Insurance Board

3545 N.W. 58th Street

Oklahoma City, OK 73112

(405) 717-8808 (P)

(405) 717-8941 (F)

Oklahoma State University

Kenneth is pursuing a Bachelor's degree in Information Assurance and Forensics.

Undergraduate Internship Start Date

May 2007

Duties and Responsibilities

Kenneth works in the Information Technology Division with software installations, application troubleshooting, and hardware troubleshooting. He also deals with printer maintenance, hardware installation, inventory maintenance of equipment, server maintenance, and Help Desk general duties. Kenneth's other duties include programming and database design.

Evan D. White

Oklahoma State & Education Employee Group Insurance Board

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University of Oklahoma

Evan is pursuing a Bachelor's degree in Social Studies/History.

Undergraduate Internship Start Date

August 2006

Duties and Responsibilities

Evan works in the Information Technology Division with software installations, application troubleshooting, and hardware troubleshooting. He also deals with printer maintenance, hardware installation, inventory maintenance of equipment, server maintenance, and Help Desk general duties. Evan's other duties include programming and database design.

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