The Oklahoma Department of Rehabilitation Services is looking for an eligible Carl Albert Public Internship Program Executive Fellow:

Working on masters degree in Management Information Services, Cyber Security or similar.

Executive Fellow will be tasked with:

- Review Agency policies and procedure for updates to security guidelines
- Review and update Acceptable use policy for agency Web and E-mail and design employee training programs.
- Review agency security assessment as it applies to ISO 17799 standards.
- Internal Information Services procedures as needed .
- Other as needed

There will possibly be other educational opportunities for this individual to help on projects in Microsoft SQL Server, Visual Studio 2008 and Sharepoint Server 2007.

Location: OK Department of Rehabilitation
3535 NW 58th Street
Suite 300
Oklahoma City, OK 73112

Please Contact:
Jim Noe
Information Services Unit Administrator
jnoe@okdrs.gov
405-951-3588

OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM

POSITION: Law Clerk

LOCATION: 5801 North Broadway Extension, Suite 400
Oklahoma City, Oklahoma 73118

SALARY: Up to $16.01/hour (depending on qualifications and experience)

The Oklahoma Public Employees Retirement System (OPERS) has an immediate opening for a part-time Law Clerk in the Legal Department. OPERS is a state agency responsible for administering a $6.5 billion retirement plan for state and local employees and judges. This position offers an excellent opportunity for a 1L or 2L student to gain valuable legal experience in a variety of areas. The Law Clerk will work directly for the General Counsel.

The Law Clerk will be responsible for assisting the General Counsel in all legal matters, including legal research, drafting pleadings, and preparing arguments for administrative hearings and state court actions. The Law Clerk will conduct investigations of factual issues to ensure legal files contain accurate and relevant information and will compile and organize a variety of data required for litigation and special projects. The Clerk will attend administrative and court hearings, file court documents, serve notices, and locate and interview witnesses as needed.

The Law Clerk will review Qualified Domestic Relations Orders (QDROs), powers of attorney, trusts, and other legal instruments to determine their legal sufficiency and acceptability. This position will assist in providing answers to legal questions from agency personnel. The Clerk will correspond directly with active and retired members of OPERS, beneficiaries, attorneys, and witnesses.

Applicants should contact **Diana Byrd, HR Specialist, Oklahoma Public Employees Retirement System**, at the address listed above, or at **405-858-6737**, or email dbyrd@opers.ok.gov. For more information about OPERS, visit www.opers.state.ok.us

The successful candidate must be admitted to the Carl Albert Executive Fellows Program through the Oklahoma Office of Personnel Management. For information regarding this program for law students visit the OPM website at www.opm.ok.gov (follow *HR and Employee Services* tab, under *HR Services* find *Carl Albert Public Internship Program*).

Oklahoma Department of Human Services

Project Manager Internship Announcement
Project Management Office

Purpose:

Positions in this job family are assigned responsibilities related to managing, planning and implementing technology solution and business solutions that adhere to approved plans, budgets, and schedules. Employees in this job family provide specialized management and compliance expertise. Coordinates and facilitates with internal and external resources to effect the timely completion of projects which involve highly technical activities or programs; or policies, procedures, controls and services required to support the sound financial, operational and delivery of the designated project(s).

Principle Activities:

This position requires an individual with excellent organizational and communication skills. The project manager intern will assist in managing a variety of projects ranging from software development, information technology infrastructure projects, and business process improvements or other related projects. Attention to detail and a high degree of professionalism is a must. This individual must also be able to effectively motivate and articulate project goals and objectives to team members and stakeholders.

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Assigned responsibilities involving planning, organizing, developing, budgeting, coordinating, managing, supervising and controlling the installation and conversion of the software or hardware.
- Assist with the development, methodology, documentation, equipment requirements and systems compatibility, software and equipment acquisition, information security, contingency planning and disaster recovery for installation and utilization of the new software and hardware platform.
- Ensures compliance with state and federal regulations and agency policies and procedures. Has the ability to develop an understanding of technical principles, theories, concepts and technologies.
- Assists in the identification of resources needed.
- Assists in managing the day-to-day operational aspects of a project and scope ensuring project documents are complete, current, and stored appropriately.
- Reviews deliverables prepared by team before passing to customer.
- Effectively applies project methodology and enforces project standards as set forth by the Project Management Institute (PMI).
- Prepares for engagement reviews and quality assurance procedures.
- Assist with mitigating risk exposure on projects.
- Identifies logs, analyzes and manages potential issues and risks, taking corrective action by managing day-to-day issues head on and reviewing how more serious issues and risks might impact on scope, schedule, quality and cost.
- Tracks and reports project accounting of hours and expenses on a weekly basis.
- Assist with managing the project budget and ensuring timely and accurate invoicing, and monitors receivables for project.
- Assist with analyzing project profitability, revenue, and viability and makes recommendations to lead project managers.
- Assists with the calculation of cost-to-completion projections and makes recommendations accordingly.
- Able to learn and assist with procurement models and billing procedures.
- Coordinates project documents and artifacts that are completed and signed.
- Assists in the identification of business development, goals, objectives, and opportunities as they relate to projects.
- Assists with proposal efforts including completing project scoping and level of effort (LOE) assessments.
- Able to facilitate meetings effectively and hold regular status meetings with project team and sends out weekly status reports.
- Maintains awareness of new and emerging technologies and business practices.

- Identifies opportunities for improvement and makes constructive suggestions for change.
- Coordinates lessons learned and shares those lessons with team members.

Education and Experience, including level:

- 0 - 3 plus years of proven project management experience
- Undergraduate degree from an accredited university or college and seeking graduate degree.
- PMP Certification a plus

Other Skills for example:

Communication

- Delivers engaging, informative, well-organized presentations.
- Communicates effectively with stakeholders to identify needs and evaluate alternative business solutions.
- Motivates team to work together in the most efficient manner.
- Effectively conveys project vision/mission in both written and verbal business development discussions and communicates relevant project information to stakeholders.
- Work directly with the team members or with their team leaders to estimate effort, plan activities and negotiate consensus among individual team members on their appointed tasks.
- Courteous, polite and articulate in written and oral communication, and be able to get ideas across in a non-confrontational manner in one-to-one situations, small groups, and before large audiences.
- Anticipates and catches deviations from a plan or schedule early and keep all participants and stakeholders informed.
- Manages day-to-day customer interaction and expectations.
- Continually seeks opportunities to increase stakeholder satisfaction.
- Able to learn and understand customer's business, organization and objectives.

Reasoning

- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

Mathematical

- Understands basic earn value models (EVM), is a plus.

Computer

- Possesses general understanding in the areas of application programming, database and system design.
- Understands Internet, Intranet, Extranet and client/server architectures.
- Has a good working knowledge of Microsoft Office applications.
- Type 40 wpm

Contact: Dennis Taylor
CRM Lead Business Analyst
(405) 522 - 6640

Oklahoma Department of Human Services
2400 N. Lincoln Blvd.,
Oklahoma City, OK 73125

VACANCY ANNOUNCEMENT

The Oklahoma Department of Human Services (OKDHS), Office of Planning, Research and Statistics is seeking a Carl Albert Executive Fellow to serve as an Administrative Officer I. The successful candidate will be a currently enrolled graduate student and must have 12 college credit hours in Spanish and must be fluent in Spanish.

Pay Scale: $2,942.71-$3,678.39

Number of Vacancies: 1

Location of Work: Oklahoma Department of Human Services
2400 N. Lincoln Blvd.
Oklahoma City, OK 73125

Basic Purpose:

This is a full time (40 hours per week) with full benefits Spanish translator in the Office of Planning, Research, and Statistics/WebStats Unit. This individual is responsible for the translation of material for OKDHS. Translation duties include translation of forms, policy and other materials into Spanish. They will also serve as a phone or onsite interpreter for meetings, hearings and other requests.

Typical Functions:

- Proofread documents for qualify to ensure that we are consistent throughout all documents and that the final product reads as if originally written in the Spanish language.
- Translate documents from the English language to the Spanish language using the glossary of words; ensure final product of all documents read as if it were originally written in the Spanish language.
- Serve as Interpreter for the Oklahoma Department of Human Services.
- Tracking of documents.
- Creating documents that meet Electronic Information Technology Accessibility (EITA) standards.

Knowledge, Skills, and Abilities:

Microsoft Word and Excel, Adobe Acrobat, and HTML

Position will be posted until filled.