

Oklahoma Health Care Authority

Announcement #	<u>0802006</u>	Division:	<u>Program Integrity & Planning</u>
Title of position:	<u>Policy Associate (Intern)</u>	Unit:	<u>Health Policy</u>
Grade:	<u>8</u>	Salary:	<u>Up to \$35,173.74</u>

Health Policy works to improve quality and efficiency in an evolving health care system that improves the lives of many Oklahomans. Our effectiveness depends on the capabilities of dedicated, professional staff committed to supporting these objectives. A career with Health Policy offers the opportunity to get involved in important health care issues and be part of a dynamic, fast-paced, and highly visible unit within the Health Care Authority. In this position you will be responsible for researching, analyzing, planning, coordinating, and preparing written rules, policies and procedures that lead to sound programmatic implementation of policies for Oklahoma health care. In addition, you will serve as an independent professional specialist and key staff person representing Health Policy on specific analytical projects or studies with the Planning Unit within Program Integrity and Planning in such areas, not limited to, as the Deficit Reduction Act, the Authority's Reform Pilot, Telemedicine, Medicaid Transformation Grants, Money Follows the Person Grant, Health Opportunity Accounts, Evidence Based Medicine and Health Care Disparity Initiatives.

Typical Functions May Include:

Policy Development

- Responsible for developing and coordinating development of policy and programs as the result of changes in law, regulation or strategic development of the agency.
- Responsible for conducting research, planning and coordinating activities for the purpose of evaluating the effectiveness of programs, policy and rules.

State Plan Management

- Responsible for development and submittal of State Plan Amendments for operation of state/federal programs and services.
- Prepare reports and recommendations regarding the general status and progress of each amendment; present findings about relevant problems or issues; conduct extensive research of complicated federal mandates or pending amendment concerns; develop State Plan strategies and options.
- Make recommendations related to identifying, developing, preparing and seeking federal approval of State Plan amendments and related policy, rules, procedures and regulations for statewide implementation of major state and federal programs.
- Conduct frequent evaluations of records, files and other documents; personally review work activities of staff to determine quality and accuracy of work performed.

Research

- Researches state and federal regulations and various reference materials to determine legal authority for and validity of new rules and revisions.
- Researches and advises agency personnel, outside agencies and the general public on the agency's current policies and responsible for maintaining history of all the agency rules, tracks and log policies, updates on-line policies within agency and coordinates updates of agency policy with outside agencies.
- Produces and analyzes database reports as requested on scheduled or ad-hoc basis utilizing a variety of software applications such as Impromptu, Access, Excel and PowerPoint, including presentations of research.
- Researches and investigates special areas of concern. Interprets laws and regulations and makes recommendations for changes to the Medicaid program.

Preferred Requirements:

- Bachelor's Degree in Public Health, Public Administration, Healthcare Administration or a related field; and
- Current enrollment in a Master's program; and
- Completion of six (6) graduate hours.

Preference May Be Given To Candidates With:

- Policy development experience; and/or
- Health insurance or managed care experience; and/or
- State or Federal Government program management experience; and/or
- Master's degree or higher.

Internship Requirements:

- After selection the candidate will be required to submit an application, and be accepted, to the Carl Albert Internship Program (CAIP).
- For more information please visit - http://ok.gov/opm/State_Jobs/Carl_Albert_Public_Internship_Program.html

Oklahoma Health Care Authority

Announcement #	<u>0802005</u>	Division:	<u>Program Integrity & Planning</u>
Title of position:	<u>Intern - HR Coordinator I/II†</u>	Unit:	<u>Human Resources</u>
Grade:	<u>8/9</u>	Salary:	<u>Level I: Up to \$35,173; Level II: Up to \$39,670*</u>

**Level II pending successful completion of initial 18 months.*

†Interviews may start 02/11/2008

The Human Resources Unit is charged with the duty to effectively recruit new talent, grow existing talent, and ensure agency compliance with all relevant state and federal personnel regulations. We strive to strike a delicate balance between the goals and needs of the agency and those of our employees. Expertise, professionalism, tact and *enthusiasm* are the key characteristics that drive our unit's push beyond a transactional framework.

Duties range from briefing new employees of their benefits, to performing job analyses to creating job descriptions. On any given day we may update our Peoplesoft system, mediate an employee dispute, create and implement a targeted recruitment effort for Physicians, or run 20 applicants through computer and in-basket assessments.

We welcome one and all, but come prepared to work hard. Our agency numbers 430 strong and Human Resources, with a staff of 5, serves as the one stop service provider. Teamwork enables us to address our customers' needs as efficiently as possible. If you are passionate about Human Resources as a strategic partner, have ideas about improving services, and crave variation in your work day – then we look forward to your application.

Typical Functions May Include:

- Maintains a comprehensive system of employee personnel, benefit and related records ensuring compliance with applicable federal and state laws, rules and regulations.
- Performs agency recruiting activities; prepares recruiting announcements or other information concerning job vacancies; provides job counseling to prospective employees.
- Collects and analyzes data on personnel selection procedures and methods.
- Assists with performing human resources management, personnel and benefits activities involving responsibility for the interpretation and application of rules, laws and policies.
- Prepares, processes and reviews personnel actions and reports concerning state employees and applicants for state positions; ensures compliance with applicable laws and rules concerning appointments, promotions, demotions, transfers, separations and other actions.
- Serves as agent for retirement, group insurance and other employee benefits programs and may determine eligibility thereof.
- Interprets and applies rules and laws concerning human resources management, personnel administration and staff development to a variety of human resources matters including classification, selection and recruitment, compensation, staff development and training, employee benefit programs and employee transactions and records.
- Advises agency officials and employees of Merit Rules, rules and regulations, and policies and procedures concerning employee and applicant actions; answers informational and/or procedural questions regarding said rules and policies.
- Assists with the agency grievance program; counsels employees on grievance procedures; completes research and investigations as needed.
- Other related duties as required.

Preferred Requirements:

- Bachelor's degree; and
- Current enrollment in a Master's program.

Other Qualifications:

- Applicants may not be related to any OHCA employee.

Preference May Be Given To Candidates With:

- Human Resources work experience (e.g., recruitment, selection, insurance\benefits, classification, compensation, personnel transactions, payroll, testing, affirmative action, etc), and/or
- Progress toward a Master's degree in a related area (e.g., Business, Management, Human Resources, Human Relations, Industrial Organizational Psychology, etc); and/or
- Experience w/databases or spreadsheets (e.g., Excel, Access, etc.); and/or
- Experience w/Powerpoint; and/or
- Experience w/Peoplesoft; and/or
- Job related certifications (e.g., certified: grievance manager; personnel professional, Professional Human Resources, Senior Personnel Human Resources and Certified Compensation Professional), and/or
- SoonerCare/ healthcare experience, and/or
- Government experience.

Other Considerations:

Position may or may not be filled with a lateral transfer from within OHCA or as an intern using posting 0802004.

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

Brad Henry
Governor



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. 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.

***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.