Oklahoma Office of Personnel Management
2101 N. Lincoln Blvd., Room G-80
Oklahoma City, OK 73105
Phone (405) 521-2177 FAX # (405) 524-6942

VACANCY ANNOUNCEMENT
Position Open January 10, 2007, until filled

The Oklahoma Office of Personnel Management (OPM) is seeking a Carl Albert Executive Fellow to work in a full-time position in the Personnel Assessment Division.

To apply: Send cover letter, resume, and transcript to Personnel Assessment Division, Office of Personnel Management, 21201 N. Lincoln Blvd., Oklahoma City, OK 73105 or fax to 405-524-6942, Attn: Personnel Assessment.

Pay: $13.44 - $16.00 per hour, depending on qualifications, plus full benefits (paid holidays, paid vacation and sick leave, full medical and dental insurance, and more)

Location of Work: Oklahoma Office of Personnel Management, 2101 N. Lincoln Blvd., Oklahoma City

Basic Purpose:
The duties of the job are conducting job analyses, developing or revising selection devices used to rank applicants for Merit System jobs, and interpreting statistics relating to job analysis and test administration data. This position is also involved in conducting audits of other state agencies' use of employee performance evaluations.

Typical Functions:

- Develop or revise written tests and ratings of education and experience for specific jobs through collaboration with subject matter experts from various state agencies.
- Conduct meetings with subject matter experts from various state agencies. Facilitate discussion and provide guidance in groups averaging five to ten participants.
- Conduct job analyses or review job analysis information and statistical data to make decisions about the best type of selection device to use for a particular job and what to measure.
- Evaluate employee performance appraisals submitted by agencies for determination of compliance with state law, administrative rules, and program guidelines.

Knowledge, Skills, and Abilities:
Knowledge, skills, and abilities required include knowledge of basic statistics. Ability is required to write using correct English (word usage, grammar, spelling, and punctuation); to lead a meeting with confidence and authority and communicate effectively; and to manage projects without close supervision. Knowledge of Microsoft Word and Excel, and SPSS is helpful. Knowledge of advanced statistics and testing theory is beneficial.

Education and Experience:
Minimum Qualifications: Completion of a bachelor's degree plus enrollment in a master's degree program in industrial/organizational psychology, public administration, quantitative methodology, political science, psychology, English or a related field, with completion of a minimum of six graduate-level semester hours, with at least three of those in statistics.

Preferred Qualification: Enrollment in a master's or Ph.D. program in industrial psychology, with completion of six semester hours in statistics; experience with job analysis and item writing; additional course work in research methods and testing methodology.

Oklahoma Office of Juvenile Affairs
3812 N. Santa Fe, Suite 400
P.O. Box 268812
Oklahoma City, OK 73126-8812
Main # (405) 530-2800
FAX # (405) 530-2890

VACANCY ANNOUNCEMENT

Position Open January 1, 2007, until filled

The Oklahoma Office of Juvenile Affairs (OJA) is seeking a **Carl Albert Executive Fellow** to serve as a research/statistical analyst. The successful candidate will be a currently enrolled graduate student.

Pay Scale: $3,093.13 to $3,878.58 monthly, depending on qualifications.

Number of Vacancies: 1

Location of Work: Oklahoma Office of Juvenile Affairs
3812 N. Santa Fe, Suite 304
Oklahoma City, OK 73118

Basic Purpose:

This full time (40 hours per week) with full benefits position will perform statistical analysis and evaluation on programs directly administered or contracted by OJA. This position will also answer queries regarding agency data and information and complete projects that include the agency's annual report and related documents, the agency's annual program performance measurement report, analysis of recidivism rates, client population projections, and program needs assessments.

Typical Functions:

- Conduct statistical analysis and program evaluation using the appropriate tools and designs, given the available data and logistics to complete the work. Prepare and present findings and recommendations as appropriate.
- Respond to requests for information and reports from external and internal sources that may include work products involving agency data or research and evaluation of studies from other sources and jurisdictions.
- Evaluate and make recommendations regarding external and internal requests for data or proposals to conduct research from various entities including state/federal agencies, nonprofit organizations, academic researchers, and advocacy groups.
- Collaborate on research projects involving agency partnerships or contracts with research entities.

Knowledge, Skills, and Abilities:

Applicants should exhibit knowledge of research theory and qualitative and quantitative methods; of sources of data and data collection techniques; and visual representation of findings. Applicants should also demonstrate good written and verbal communication skills. The agency has invested in Microsoft Office, Microsoft SQL, SPSS, and ArcView; knowledge of and experience using these software programs is a plus.

Education and Experience:

Minimum Qualifications: Completion of a bachelor's degree plus enrollment in a master's degree program in criminology, economics, operations research, political science, psychology, public health, social work, sociology, or related field, with completion of a minimum of six semester hours in statistics.

Preferred Qualification: Enrollment in a Ph.D. program in criminology, economics, operations research, political science, psychology, public health, social work, sociology, or related field, with completion of six semester hours in statistics. Completion of additional semester hours in research methods is a plus.

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.

OFFICE OF STATE TREASURER
STUDENT INTERN PROGRAM
(Spring, 2007)
Pay Range - $10.00 to $12.00 hourly

DESCRIPTION

The Office of State Treasurer is a state agency with approximately 70 employees. The office is responsible for the treasury function of the State, and accordingly, it manages and invests state funds. Further, it performs banking functions for the approximately 150 other state agencies. Such functions include receiving deposits, disbursing monies, executing investment transactions at the agencies' direction, maintaining account balances, and providing monthly account statements. Additionally, this office has responsibility for administering the unclaimed property program for the state.

The Student Intern Program consists of one position for students enrolled in an institution of higher education and working toward an undergraduate or graduate degree in Accounting, Finance, or a related field. The position will report directly to the Internal Auditor. The intern will be assigned a variety of entry-level duties. These duties are described in the "Job Description" section.

ELIGIBILITY REQUIREMENTS

Applicants must be at a level of junior or higher and have completed at least 12 semester credit hours of undergraduate accounting courses with a cumulative grade point average of 3.0 or above on a 4.0 scale. Preference will be given to applicants who have computer spreadsheet and word processing skills. Applicants must be able to work a minimum of 12 hours per week (Monday - Friday).

APPLICATION REQUIREMENTS

All of the following items must be sent to the Personnel Manager, Office of the State Treasurer for an application to be considered complete:

- A completed and signed application form;
- Verification of current enrollment;
- Transcript(s) from accredited college or university;
- A résumé; and
- A letter of recommendation from a faculty member of the college or university where the applicant is enrolled or from a current or prior employer. Letters must be from non-relatives.

***depending upon intern availability and program funding**

COMPENSATION

The intern pay rate shall be at the discretion of the State Treasurer’s office, and shall be determined based upon the individual intern's experience level and other factors. The pay range is $10.00 to $12.00 per hour

BENEFITS

Interns are not eligible for benefits.

CONDITIONS OF EMPLOYMENT

Any applicant who receives an appointment shall:

- Continue making progress toward an undergraduate or graduate degree;
- Maintain their grade point average; and
- Have no right or expectation of continued employment with the State Treasurer because of participation in this program.

TERMINATION OF INTERNSHIP AGREEMENT AND SEPARATION

The State Treasurer, the Internal Auditor, or the intern may terminate the internship agreement at any time without notice. The State Treasurer, or the Internal Auditor, may terminate an intern with or without cause.

Possible causes of termination could include, but are not limited to:

- Failure to comply with ethics rules
- A prohibited or unacceptable conflict of interest
- Failure to report to work without notifying the appropriate supervisor;
- Consistently failing to work the required minimum number of hours per week;
- Unsatisfactory work performance;
- Failure to maintain confidentiality or objectivity; or
- Loss of funding for the intern program.

JOB DESCRIPTIONS

The intern will be assigned tasks to complete under the supervision of the Internal Auditor. The intern should be familiar with accounting principles and practices. Intern duties in the internal audit area may include the following:

- Completing predetermined tests designed to evaluate the effectiveness of internal control procedures, maintaining objectivity and confidentiality when specified;
- Entering data into spreadsheets;
- Assisting in preparing and organizing working papers;
- Using proper grammar, punctuation, and format in written documentation;
- Filing and copying; and,
- Other duties as assigned.

OFFICE OF STATE TREASURER
STUDENT INTERN PROGRAM
(Spring, 2007)

Application

PERSONAL DATA (Please Type or Print)

_____ Name

_____ Social Security Number

_____ Present Address

_____ Permanent Address

_____ City State Zip

_____ City State Zip

(_____)_____ Telephone Number

(____)_____ Telephone Number

_____ University of College

_____ Major or Area of Specialization

_____ Cumulative GPA

_____ Expected Graduation Date

_____ Completed Degrees

_____ Minor

2007 SPRING WORK HOURS

WEEKDAY	FROM	TO	# OF HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
		Total Hours Per Week	

*** depending upon intern availability and program funding**

Please Complete ELIGIBILITY REQUIREMENTS

- Junior level or higher;
- Completed at least 12 semester credit hours in accounting
- Maintaining a minimum GPA of 3.0 on a 4.0 scale; and
- Able to work a minimum of 12 hours.

APPLICATION REQUIREMENTS

- Completed and signed application form;
- Verification of current enrollment;
- Transcript(s) from college or university;
- Résumé with work experience, educational background, extracurricular activities, and honors/awards; and
- Letter of recommendation from a faculty member or from a current or prior employer (not a relative).

We will accept applications until the position is filled. Faxed copies may be submitted but must be followed by original documents.

Submit information to:

Personnel Manager
Office of State Treasurer
4545 Lincoln Boulevard, Suite 106
Oklahoma City, OK 73105-3413
Fax: 405-521-4993

APPLICANT SIGNATURE

I hereby certify that all statements made on this application are true and correct and I understand that any false statement made by me on this application and any attachments could cause me to be ineligible for the intern program or terminated from the intern program. I authorize the State Treasurer, or his designee, to investigate and verify the facts claimed by me on this application and any attachments.

_____ _____

Signature Date

Position Announcement
Financial Loan Analyst (D10)

Oklahoma Water Resources Board ● 3800 N. Classen Blvd. ● Oklahoma City, OK 73118 ● (405) 530-8800 ● Fax (405) 530-8900

Announcement Date: **October 2, 2006**	Closing Date: **Until Filled**

Application Filing Procedures: Applicants filing for the position as a result of this announcement must send their resume no later than 5:00 p.m. on the closing date stated above. Any qualified applicant with a disability may request reasonable accommodation to complete the application/interview process. The specific nature of the accommodation requested and the reason for the request must be indicated at the time the resume is submitted.

Duties and Requirements: In addition to the duties and requirements listed in the Job Family Index on the Office of Personnel Management's website, the position requires various other duties including:

Financial Review: Under direct supervision, performs technical and financial analysis of loan applications to ensure adequate technical, financial, accounting data, legal documents, contracts, proposals, and other applicable records and documents has been submitted to facilitate financial credit analysis. Tracks the progress of loans to ensure loans are closed in accordance with the OWRB's bond indentures. Monitors a portfolio of loans to ensure compliance with loan covenants. Prepares various loan documents, reports, and correspondence.

Technical Assistance: Works on a team assigned to a particular loan project to provide assistance to local officials, financial advisors, consulting engineers, attorneys, and the public regarding OWRB loan and grant programs.

Program/Project Development: Participates in various activities or special projects to improve or expand OWRB funding programs. Activities may include helping to develop marketing/customer service strategies and program evaluation processes, updating the Divisional website, or streamlining programmatic processes.

Job Family: Financial Loan Analyst
Level I (D10A)

Vacancies: (1) one
Carl Albert Public Internship Program Executive Fellows Intern

Work Location: Financial Assistance Division
Oklahoma City Office

Pay Band/Salary Range: $15.00 per hour

Send Resume & Transcript To:
Oklahoma Water Resources Board
Attn: Human Resources
3800 N. Classen Blvd.
Oklahoma City, OK 73118

Phone: (405) 530-8800

Fax: (405) 530-8900

OKLAHOMA WATER RESOURCES BOARD

VACANCY ANNOUNCEMENT

Position Open September 18th –September 29th 2006 or until filled

The Oklahoma Water Resources Board (OWRB) is seeking a **Carl Albert Executive Fellow**. The successful candidate will be a currently enrolled graduate student and will work within the Water Quality Programs Division Lakes and Special Studies Section. Successful candidates will possess strong skills in the following areas: field sampling, technical, communication, organization, and interpersonal.

Pay Scale: $14.50/hr.

Anticipated Number of Vacancies: 1

Specific Location of Work: Oklahoma Water Resources Board
3800 North Classen Boulevard
Oklahoma City, OK 73118

Description of Work Duties:

The successful CAEF candidate will be perform tasks analogous to those performed by an Environmental Specialist at the OWRB in the Lakes & Special Studies Section of Water Quality Programs Division. Projects the candidate will work on include the State and National Lakes Probabilistic Sampling, Central Oklahoma Master Conservancy Districts contract for water quality, hydrographic mapping contracts and finally assist with restoration projects statewide. Primary duties will be to assist in the preparation and execution of the two probabilistic lakes sampling projects. Desired skills sets for these duties include extensive GIS knowledge, contact with the public, field sampling and reporting skills. The successful candidate may also assist with data collection for lake hydrographic surveys. Other possible duties include in field activities such as collection of environmental data, aquatic plant propagation and observing subcontractor activities.

Moderate to heavy physical exercise including but not limited to; carrying field equipment, operating certain sample collection equipment, and wading for prolonged periods while working are expected. Experience with the operation of boats or other watercraft is a plus, but not required. GIS capability, water quality sampling and OWRB employment experience is highly desirable.

For additional information on job duties please contact Paul Koenig at pdkoenig@owrb.state.ok.us or to apply for the position, please contact JaNeal Beougher at (405) 530-8800.

State of Oklahoma
Office of Personnel Management
Carl Albert Public Internship Program

Jenny Chong, Coordinator ● 2101 N. Lincoln Blvd., Suite B-22 ● Oklahoma City, OK 73105 ● (405) 522-1737

OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM
Seeks a Carl Albert Public Internship Program (CAPIP)
EXECUTIVE FELLOW (GRADUATE) intern

POSITION: Law Clerk

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

SALARY: Up to $15.25/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 $6.2 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.state.ok.us. 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 Employment Services* tab, under *HR Services* find *Carl Albert Public Internship Program*).

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Carl Albert Undergraduate and Graduate Internships

Oklahoma Department of Agriculture, Food and Forestry
FORESTRY DIVISION

POSITION (S): Forester (3)

LOCATION: Forester positions are available at various offices of the ODAFF, Forestry Division throughout Oklahoma. The specific office will depend on the available openings.

SALARY: $12.00/Hour

ACCOMMODATIONS: None in Most Locations; however, there is a bunkhouse available for positions in far southeast Oklahoma.

These positions are available to currently enrolled students who have completed a minimum of one year in an SAF accredited college or university forestry program. Applicants should be working toward a B.S. Degree in Forestry with a cumulative GPA of 2.5 or better. Applicants must have excellent skill in establishing and maintaining effective working relationships with others; in expressing ideas clearly and concisely, both orally and in writing.

Interns will work under the supervision of a career professional who will provide direction on a weekly basis. These positions will provide technical and professional landowner assistance in the improvement of forest resources, in establishment of tree plantings, in timber sales assistance, in forest health, in fire suppression and in a wide variety of other services offered by the Oklahoma Division of Forestry.

Applicants must supply a written recommendation of employment from their college advisor. Applicants must have a valid Oklahoma driver's license, and be willing and able to perform all job-related travel normally associated with this position.

State of Oklahoma
Office of Personnel Management

Carl Albert Public Internship Program

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Oklahoma Department of Agriculture, Food and Forestry
FORESTRY DIVISION

POSITION (S): Forest Regeneration Specialist (2)

LOCATION: Forest Regeneration Specialist positions are available at Idabel and Goldsby, Oklahoma.

SALARY: $12.00/Hour

ACCOMMODATIONS: None in Goldsby; There is a bunkhouse available for the position in Idabel.

Eligible Applicants will be currently enrolled students in an SAF accredited college or university forestry program who have completed a minimum of 1 year toward their B.S. degree requirements; or Students who have completed their B.S. Degree in Forestry, Agronomy, Nursery Management, Botany, or Horticulture, and are working on advanced degrees in those fields. Applicants must have excellent skill in establishing and maintaining effective working relationships with others; in expressing ideas clearly and concisely, both orally and in writing.

Interns will work under the supervision of a career professional that will provide direction on a daily and/or weekly basis in performing specialized skilled work in a bare-root forest tree and shrub nursery (Goldsby) or forest tree seed orchard (Idabel).

Applicants must supply a written recommendation of employment from their college advisor. Applicants must have a valid Oklahoma driver's license, and be willing and able to perform all job-related travel normally associated with this position.