

**OKLAHOMA COMMISSION ON CHILDREN AND YOUTH  
RECRUITMENT ANNOUNCEMENT**

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**Please Post**

Position Title: Planning/Oversight Specialist (Oversight Specialist), Classified  
Position Code/Level: H51D, Level IV  
Location: Oklahoma City, Oklahoma (Travel Required)  
Pay Band/Salary Range: \$3492.17 Minimum - \$4656.17 Midpoint

**Opening Date: Friday, January 6, 2012**

**Closing Date: Tuesday, January 17, 2012, 5:00 p.m.**

**Essential Functions:** This position works within the Office of Juvenile System Oversight and supervises a team of Oversight Specialists. Under direction, assists in the planning, organizing, and supervising of investigations, inspections, and assessments of state and privately operated children's programs, institutions, and facilities and child-related operations of all state agencies, as well as the certification of state operated shelters for children. For additional information, please see attached job family descriptor.

**Education and Experience Requirements:** See Job Family Descriptor – H51 at [www.ok.gov/opm/HR](http://www.ok.gov/opm/HR) and [Employee Services/Job Family Descriptors/](#)

**Method of Application:** ALL SOURCES - Current State of Oklahoma employees in the classified service or those having reinstatement rights: Submit **two (2) complete sets** of all of the following application materials: A cover letter containing the title of the position for which you are applying **and** a completed Office of Personnel Management Data Summary Sheet (OPM 4-B). This information should include a telephone number where you can be reached during office hours, your mailing address and your current classification and code.

**NOTE:** Preference may be given to persons having child welfare experience.

**Mail/Fax materials to:** **Oklahoma Commission on Children and Youth**  
**Attn: Debbie K. McCowan**  
**1111 N. Lee Avenue, Suite 500**  
**Oklahoma City, Oklahoma 73103**  
**(405) 524-0417 (Facsimile)**

If you have any questions regarding this position or the application process, please call Ms. McCowan at (405) 606-4913 or toll free at 1-866-335-9288.

**An Equal Opportunity Employer**