

2005 OCHRS

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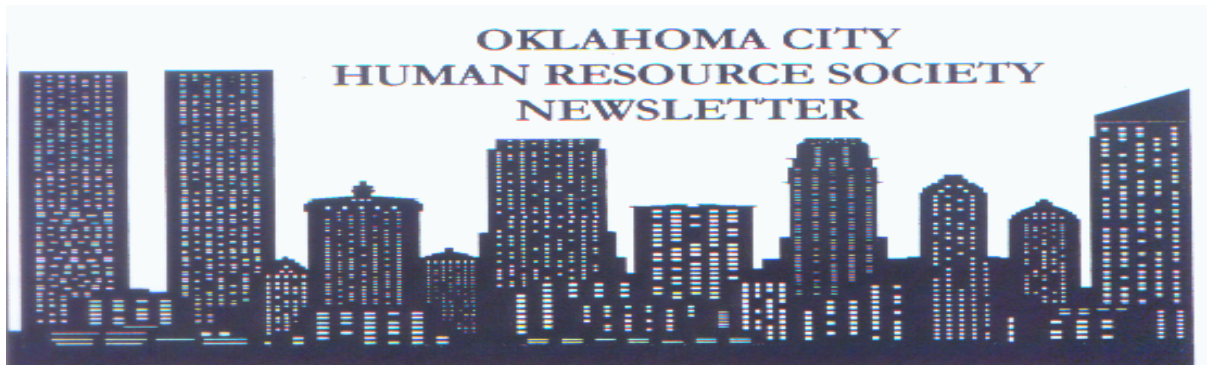
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Lmurry@cox.net

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OCHRS Chapter Meeting

Topic:

*Creating an Open Company Culture Through Effective
Listening and Communication*

Speaker:

Jenny Fenner

Volunteer Director at Heartline

Date: Thursday, August 25, 2005

Place: Embassy Suites Hotel
1815 S. Meridian
Oklahoma City, OK

Time: 11:30 a.m.

Cost: \$18 for members, \$25 for
non-members

Sponsor: C.C.I.-The Group

Please RSVP to Stacey Scott by Monday, August 22, 2005, 12:00 P.M. by registering online at www.ochrs.org or by phone at 706-6499. Thank you.

Learn more about our speaker on the next page

BIOGRAPHY

Jenny Fenner

**Volunteer Director
HeartLine, Inc.**

Central Oklahoma's Community Connection

Jenny has been Director of Volunteers since 1995. She came here three weeks before the Murrah Building bombing so her work with the volunteers at what was then CONTACT, was quite literally, a baptism of fire.

Jenny currently oversees the training, continuing education and yearly skills reviews of 135 volunteers and makes certain that every shift, 24/7, 365 days a year, is filled by a caring, compassionate listener.

The session will help human resource professionals understand how the well-practiced skills of listening and communication can create an organizational culture of openness, honesty, and trust. During the session, participants will learn some basic listening and communication skills and will be given the opportunity to observe effective interactions and to practice these interactions in their small - table groups.



The City of
OKLAHOMA CITY
PERSONNEL DEPARTMENT
420 W. Main, Suite 110
Oklahoma City, Oklahoma 73102

Vacancy

NOTE: A supplemental questionnaire must be completed for your application to be considered. Interested applicants can complete the supplemental questionnaire at the Personnel Department, Monday through Friday, 8:00 a.m. to 5:00 p.m. or contact (405) 297-2530 to request the supplemental.

PERSONNEL ANALYST
Salary \$40,340 to \$61,637/DOQ

Interested applicants apply at the Personnel Department, Monday through Friday, 8:00 a.m. to 5:00 p.m. Full-time City employees may receive preference. Applications/resumes will be accepted until the position is filled. Applications with resumes and supplemental questionnaires received by August 1, 2005 may receive first preference.

JOB SUMMARY

This position is located in the Personnel Operations Division of the Personnel Department with the City of Oklahoma City, and is under the direction of a Personnel Specialist. A Personnel Analyst is a professional practitioner who uses previously acquired skills in oral and written communication, knowledge of general and specialized human resources management, and skills related to the assigned functional area. This position is responsible for assisting City departments in coordinating recruitment efforts and administering selection processes to fill vacancies, and performing classification and compensation duties as assigned. **Essential job functions include:** performing research and analysis; compiling and analyzing data accurately; and administering established personnel programs, policies, and procedures. Within this classification, differentiation occurs with respect to the specific disciplinary expertise required, since in addition to knowledge of general personnel administration, specialized knowledge of classification and compensation, employment, employee benefits, labor relations and human resource information systems may be required. A Personnel Analyst has frequent contact with employees at all levels of The City organization, citizens, union officials, other municipalities, etc. Work is primarily performed independently with unusual problems or concerns discussed with a supervisor. Work is reviewed upon completion or in progress for soundness of judgment, consistency with established policies and procedures, and general effectiveness.

Veteran Preferences:

Note: A five-point preference will be awarded on the initial scored selection process for honorably discharged veterans of the United States Armed Forces not currently employed full time by the City of Oklahoma City. Qualified applicants must submit a copy of their DD Form 214 indicating discharge type/character of service in person, mail, or fax at 405-297-2137.

JOB REQUIREMENTS

- Knowledge of general human resource functions and personnel administration.
- Knowledge of and ability to apply job evaluation methodology.
- Skill in oral and written communication.
- Skill in compiling and analyzing data.
- Skill in monitoring and maintaining compliance with City, state, and federal statutes, guidelines, and legislation.
- Ability to apply human resource knowledge and principles of logical thinking to solve practical problems.

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Agency/Org: 160/0200
Specialist: RS

- Ability and willingness to establish and maintain effective working relationships.
- Ability and willingness to make independent and work-related decisions.

DEPARTMENTAL PREFERENCES

- Skill in recruiting and assessing qualifications of applicants for trade, clerical, technical and professional positions.
- Skill in developing and administering personnel selection instruments.
- Skill in Microsoft Office 2000+ applications such as MS Word, Access and Excel
- Knowledge and skill with Peoplesoft HRMS 8.3 or higher.
- Knowledge and skill with Peoplesoft eRecruit Module 8.3.
- Bachelor's degree in related field.
- SPHR or PHR professional certification preferred.

WORKING CONDITIONS

- Primarily indoors in climate controlled environment, occasionally outdoors for test administration
- Occasional local or out-of-town travel to meetings, conferences, or seminars.
- Occasionally required to work hours beyond normal scheduled work week.
- Exposed to steady and continuous noise at low levels as produced by office equipment and conversation of co-workers.

PHYSICAL REQUIREMENTS

- Arm-hand steadiness and finger dexterity enough to legibly draft written information, operate personal computer, attachments, calculators, etc.
- Vision, enough to read, write, and develop manual and machine generated data, reports, forms, etc.
- Speech and hearing enough to understand and communicate in person and by telephone in a normal office environment, during presentation, etc.

FRINGE BENEFITS

Vacation	96 hour per year.
Sick Leave	130 hours per year.
Holidays	10 regular holidays per year.
Injury Insurance	Effective day of employment.
Retirement	Jointly paid by the City and employee.
Credit Union	Full banking services.
Life Insurance	The City provides \$5,000 term coverage; optional, supplemental and dependent(s) coverage available at low rates.
Health Insurance or HMO	Several plans are available for employee and dependent(s) coverage.
Dental Insurance reasonable rates.	Dental plan options are available for employee and dependent(s) coverage at
Disability Plan	City pays 60% of predisability income.

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*Job Code: 3113
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Specialist: RS*

ANNOUNCEMENTS

SPEAKER NEEDED

Does anyone know of a dynamic speaker that can energize the UCO students for their opening meeting this semester (Aug 30th?). We are looking for someone fun and interesting who can deliver a dynamic message on "Intro to Human Resources".

If you're interested please contact Michelle Gibson at 405-841-6730 or email her at mjgibson@arkbluecross.com

PHR and SPHR Certification

PHR and SPHR Certification is the mark of a true HR professional. It shows a demonstrated mastery of the HR professional body of knowledge, and is a confirmation that you are dedicated to staying on top of developments in your field and committed to maintaining the highest standards of the Human Resource profession. The next testing window for the PHR and SPHR exams will be December 1, 2005 thru January 31, 2006. Registration deadline for the exam will be September 30, 2005. For more information regarding the exam or preparation programs being offered this fall contact OCHRS Vice President of Professional Development Stephany.Wade.Tate@chickasaw.net or visit to the SHRM web page at www.shrm.org/hrci

MARK YOUR CALENDERS!!!!!!!!!!

For the Legal Seminar on October 27th. The topics will include and Update on Oklahoma and Federal law including the recent amendments to the workers' compensation Statute and the drug and alcohol testing statute, legislation limiting an employers rights to restrict unloaded weapons on their property, the Americans with Disabilities Act, OSHA and the new USERRA regulations. The format will include round table discussions.

Announcements cont.

Mark September 15th now for the 2005 OCHRS Diversity Meeting! The first 100 (up-to-date current paid) OCHRS members who register and pay for the September luncheon will receive one "FREE" copy of our speaker's book. This is a member's only benefit. Guests do not receive this incredible offer. Any extra books will be sold for \$20 each. You can arrive early or stay late to have Pamela Henry sign your book.

To introduce you to our speaker: Pamela K. Henry has found a new approach to improving your bottom line. After working in corporate America for 20 years, she recognizes the challenges business leaders have in managing diversity and tying it to the bottom line.

Henry's book, *Diversity and the Bottom Line: Prospering in the Global Economy*, offers leaders a pragmatic approach to positioning diversity as a strategic business issue that can positively impact important business results, such as creativity, productivity and an expanding customer base. Her book provides valuable metrics, strategies and tools that will assist organizations in incorporating diversity into their practices.

Please sign up for the meeting early! We expect to have a full group!

OCHRS would like to extend a warm welcome to our newest members:

- **Jonathan Hall, Benefits Coordinator, Cox Communications**
- **Linda Voss, Office Manager/Partner, Partners in Benefit Planning**
- **Sherry Kettner, Partner/Sales Manager, Partners in Benefit Planning**
- **Marria Brydon, Compensation Analyst, Office of Personnel Management-State of Oklahoma**
- **Russell McLelland, Benefits Analyst, O G & E**

CONGRATULATIONS AND WELCOME NEW MEMBERS!!!!

We look forward to seeing everyone at the August meeting!



CHRS

P O Box 30993

Midwest City, OK 73140-3993

Tel: 706-6499

sscott@mha-ins.com



SHRM®

