

Sheila Shamblin

From: Loge, Orvil [Orvil.Loge@dac.state.ok.us]
Sent: Monday, July 26, 2021 10:22 AM
To: Sheila Shamblin
Subject: RE: Health Dept Agreement

I approve.

From: Sheila Shamblin <bocc@readymuskogee.org>
Sent: Monday, July 26, 2021 10:12 AM
To: Loge, Orvil <Orvil.Loge@dac.state.ok.us>
Subject: Health Dept Agreement

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email. Please forward to ITSupport@dac.state.ok.us if you believe this e-mail to be suspicious.

Orvil, The attached agreement was approved by the Board subject to your approval. Please let me know if you approve so that the Health Dept. can move forward on this.

Thank you,

Sheila Shamblin, BOCC Assistant



Work Order Form (One per Job Title)

Date Received: 7/22/2021

Client Information

Company Name	Department of Health
Department/Division	D7 - Muskogee County Health Department
Work at Address: (Street, City, State, Zip)	530 South 34 th Street, Muskogee, Oklahoma 74401
Contact/Phone/Email	Martha Laughlin / 918-839-5132 / MarthaL@health.ok.gov
Parking Accommodations	As Designated

Order Request Information

Staffing Job Title:	Housekeeping/Custodial
Immediate Supervisor: (Name/Phone/Mobile/Email)	Amanda Hoover / 918-683-0321 / AmandaCH@health.ok.gov
Time (Etime/Hard Copy) Approver: (Name/Phone/Mobile/Email)	Amanda Hoover / 918-683-0321 / AmandaCH@health.ok.gov
Number of Personnel Required:	1
Degree/Certification Required:	N/A
Dress Code:	Jeans no holes or tears and collared shirt
Assignment Requires Remote/Telework: (Y/N)	No
Assignment Requires Driving During Shift: (Y/N)	No
Percent of Driving Required: (Example: 1/3,2/3)	N/A
Weekly Work Schedule: (day/hours/time-zone)	Mon-Fri – 4 hours/day – 6:30am to 10:30am
Start and End Dates:	Start: July 28, 2021

Skills Required (check all that apply)

Indicate Assessment Skill Level Required:				
BASIC INTERMEDIATE ADVANCED				
<input type="checkbox"/> Computer	<input type="checkbox"/> Typing	<input type="checkbox"/> *Microsoft Suite	<input type="checkbox"/> Industrial	<input type="checkbox"/> Accounting
<input type="checkbox"/> Clerical	<input type="checkbox"/> Ten Key	<input type="checkbox"/> Phone Etiquette	<input type="checkbox"/> Technical	<input type="checkbox"/> Financial
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Call Center	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Trainer	<input type="checkbox"/> Healthcare
<input type="checkbox"/> Other: See Notes Below and Job Description				
<input type="checkbox"/> *Specific year for Microsoft Suite if selected:				

Candidate Status:

<u>Candidate Placement Options:</u>	Client Referral Name/Number/Email:
<ul style="list-style-type: none"> Send Immediate Placement 	

Pricing Information:

Pay Rate / Admin Fee	\$15.00/hour, \$8.70/hour (58%)
Fee (Bill Rate)	\$23.70/hour

Applicable Fees will be charged for the following requested services:	
Drug Screen Required: (\$36.50 - \$60)	N/A
Background Check Required: (\$16.00)	OSDH
Travel Reimbursement @ Current State Rate:	N/A

Billing Information

AP/Billing Contact: (Name/Phone/Mobile/ Email)	Amanda Hoover / 918-683-0321 / AmandaCH@health.ok.gov
Billing Address: (Street, City, State, Zip)	123 Robert S Kerr, OKC, Ok 73102
Invoice Method: (Mail or Email)	Email: AccountsPayable@health.ok.gov and AmandaCH@health.ok.gov
Payment Method: (Check, P-Card, other)	Check
PO Number:	TBD

NOTES: See State Job Description. General janitorial duties in Health Department building, including Trash, sweeping, mopping, dusting, bathrooms, windows, doors, surfaces. 20 hours per week maximum.

Close Print



Housekeeping/Custodial Worker I (##

\$9.99-\$13.26 hourly / \$1,731.67-\$2,298.87 monthly / \$20,7

Housekeeping/Custodial Worker II (##

\$9.99-\$14.03 hourly / \$1,731.67-\$2,432.09 monthly / \$20,7

Housekeeping/Custodial Worker III (##

\$9.99-\$15.13 hourly / \$1,731.67-\$2,621.94 monthly / \$20,7

Housekeeping/Custodial Worker IV (##

\$10.98-\$20.13 hourly / \$1,903.64-\$3,490.01 monthly / \$22,8

Housekeeping/Custodial Worker V (##

\$13.38-\$24.53 hourly / \$2,318.94-\$4,251.39 monthly / \$27,8

26 day of July 2021
Chairman Keith H. ...
Member ...
Member ...
Attest Polly Irving by ... County Clerk

Notify Me when a Job Opens for the above position(s) (https://www.job...

Code='F50A';F50B';F50C';F50D';F50E'&BulletinTitle=Housekeeping%2FCustodial+Worker+I%2CHousekeeping%2FCustodial+Worker+II%2CHousekeeping%...

BASIC PURPOSE

Positions in this job family are assigned responsibilities involving the care and cleaning of a state institution, public building, or state lodge or in the super

TYPICAL FUNCTIONS

- The functions within this job family will vary by level, but may include the following:
• Sweeps, dusts, mops, scrubs, washes, vacuums, waxes, and polishes building floors, walls, woodwork, windows, furniture, equipment, and hardwar
• Cleans and sanitizes laboratories, washrooms, and bedrooms, keeps washrooms supplied with paper, towels, and soap.
• Collects and disposes of trash and garbage; moves equipment and furniture such as beds, tables, and chairs.
• Performs sanitary inspections in designated areas for purposes of infection control.
• Replaces and removes medically contaminated sharps and/or medically soiled and contaminated dressings and supplies.
• Orders and distributes custodial supplies; maintains inventory.
• Observes and reports safety violations; actively participates in emergency situations.
• Assists in training and continued education of lower level workers.
• Plans, assigns, and supervises all functions of a housekeeping department.
• Inspects quarters for maintenance of proper housekeeping standards.
• Supervises and maintains records of the distribution of furnishings.
• Maintains necessary records; prepares required reports.
• Establishes housekeeping standards; assists with policy planning; prepares departmental budget request.

KNOWLEDGE, SKILLS, & ABILITIES

Level I:
Required at this level include ability is required to follow oral and written instructions.

Level II:

Those identified in Level I plus knowledge of various cleaning methods, materials, and equipment used in custodial work; of proper procedures for disposal of supplies; and of chemical product safety. Skill is required to operate custodial equipment.

Level III :

Those identified in Level II plus ability to instruct and supervise others; to establish and maintain effective working relationships with others; and to effect

Level IV :

Knowledge of the principles and practices of large scale housekeeping, including those of organization and of unit function; of the methods, material principles and practices; of elementary stock control and inventory methods; and of cleaning compounds and insect and vermin control solutions and those of employees; to estimate needed supplies and materials; to establish and maintain necessary records and inventory control; to establish and maintain w

Level V:

Those identified in Level III, plus ability is required to analyze situations accurately and adopt effective courses of action. Knowledge of business management

LEVEL DESCRIPTORS

The Housekeeping/Custodial Worker job family consists of four levels that are distinguished based on the duties assigned, the expertise required to perform

Level I:

This is the entry level of this job family where employees are assigned routine work involving sweeping, mopping, dusting, disposing of trash, and other restricted or environmentally hazardous materials.

Level II:

This is the career level of this job family where employees are assigned responsibilities involving the full performance of a variety of custodial and housekeeping positions may also have responsibilities involving the disposal of hazardous materials or other restricted items.

Level III :

This is the lead worker level of this job family where employees are assigned responsibilities involving advanced level custodial and housekeeping duties including inspections, order and distribute supplies and assist in training.

Level IV:

This is the leadership level of this job family where employees are assigned responsibilities involving the supervision of workers involved in the operation of employees supervise two or more custodial crews, and they will assign work, review and evaluate performance and provide training. Some positions may

Level V :

At this level employees are assigned responsibilities involving the planning and direction of a large housekeeping and/or custodial staff for a state in housekeeping and custodial work.

MINIMUM QUALIFICATIONS

Level I :

Education and Experience requirements at this level consist of none.

Level II:

Education and Experience requirements at this level consist of six months experience in building or institutional custodial work or an equivalent combination

Level III:

Education and Experience requirements at this level consist of those identified in Level II plus one additional year of experience in building or institutional

Level IV:

Education and Experience requirements at this level consist of two years of experience in building or institutional custodial work or in the hospitality industry

Level V:

Education and Experience requirements at this level consist of four years of experience in building, or institutional housekeeping/custodial work, including

SPECIAL REQUIREMENT

Upon a conditional offer of employment, Department of Mental Health and Substance Abuse Services applicants must submit to a physical examination and show a maximum force of 25 pounds.

CLASS: F50A; EST: 8/24/2007; REV: 7/2/2012 7:45

CLASS: F50B; EST: 8/24/2007; REV: 7/2/2012 7:45

CLASS: F50C; EST: 8/24/2007; REV: 7/2/2012 7:45

CLASS: F50D; EST: 8/24/2007; REV: 7/2/2012 7:45

CLASS: F50E; EST: 8/24/2007; REV: 7/2/2012 7:45