

AFFIRMATIVE ACTION OFFICER
GOVERNOR'S OFFICE
STATE OF OREGON

The GOVERNOR is seeking applicants to fill the position of AFFIRMATIVE ACTION OFFICER for the State of Oregon. This position is a key function of the Governor's Office to assure that the Governor's commitment to affirmative action and equal employment opportunity is carried out. The AA OFFICER also assures that issues involving minorities, females and the handicapped are acknowledged and addressed at the highest level of State government.

Applicants should be skillful in producing change; highly energetic and results driven; a leader who can create, motivate, and energize; courageous, direct, forthright; and skillful in working with and understanding diverse communities.

The AA OFFICER develops, implements, monitors and administers the State's Affirmative Action Plan and Program. In addition to compliance monitoring, the AA Officer is involved at the community level, working with community groups and identifying candidates for placement, and being a liaison to the GOVERNOR on other minority related issues.

Qualified candidates must have, in addition to the abilities listed above, knowledge and understanding of affirmative action and EEO laws, regulations, policies and practices; substantial experience involving steadily increasing management responsibility; and a Bachelor's degree.

The starting salary for this position is \$31,752-\$40,572. Salary Range M-29. Please send resume by May 20, 1987 to:

Office of the Governor
 c/o Jan Ball
 State Capitol
 Salem, Oregon 97310

An Equal Opportunity Employer

PROGRAM EXECUTIVE E
(ASSISTANT DIRECTOR FOR
PERSONNEL SERVICES)

\$ 36,816 - \$46,968 ANNUALLY

THE OREGON DEPARTMENT OF TRANSPORTATION IS ACCEPTING APPLICATIONS FOR THE ABOVE POSITION LOCATED IN SALEM, OREGON. THE PERSONNEL SERVICES PROGRAM IS A DEPARTMENT-WIDE PROGRAM SERVING APPROXIMATELY 4,500 EMPLOYEES IN THE SIX OPERATING DIVISIONS OF HIGHWAY, PARKS AND RECREATION, MOTOR VEHICLES, PUBLIC TRANSIT, AERONAUTICS AND CENTRAL SERVICES. THE PURPOSE OF THE PROGRAM IS TO PROVIDE THE HUMAN RESOURCE SUPPORT SERVICES OF PERSONNEL ADMINISTRATION, LABOR RELATIONS, EMPLOYEE DEVELOPMENT AND EMPLOYEE HEALTH AND SAFETY TO DEPARTMENT MANAGERS, SUPERVISORS AND EMPLOYEES. CONTACT ODOT PERSONNEL, 419 TRANSPORTATION BLDG., SALEM, OR 97310, (503) 373-7663 FOR EMPLOYMENT APPLICATION AND RECRUITING ANNOUNCEMENT. APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 P.M. MAY 7, 1987.

The Oregon Department
 of Transportation



An EEO/AA Employer

UTILITY ECONOMIC ANALYST

\$24,636 - \$36,084

The Oregon Public Utility Commission has an opening in Salem for a Utility Economic Analyst to analyze regional energy issues and cost effectiveness of renewable resources and energy conservation. Requires two years experience in economic research and analysis or engineering or utility auditing or accounting and a bachelors degree with major course work in engineering, economics or relevant scientific discipline or three more years of responsible pertinent experience. A masters degree in engineering economics or relevant discipline can substitute for up to one year of the required experience. For more information about applying,

Call
 (503) 378-6004

An Equal Opportunity Employer

Helpful Hints
on Job-Finding

By Robert J. Baer

President, United Van Lines

Years ago, corporate employees, when asked to transfer, usually did so without hesitation. Today, there are often more factors to consider



Baer

when facing this decision. The spouse of the person being relocated must often face a new job search. Pre-planning is the key to a successful move and it is also a key to finding that hoped-for new position. Some tips that may help.

- Thirty to forty percent of all jobs come through personal or professional contacts. Through "networking," you may be able to get informational interviews to discuss the possibility of a job opening that you could fill at a later date. Or you may be able to use your contact's name as a reference in a letter or phone call to a potential interviewer.

- If your spouse's employer offers job-search assistance to transferring spouses as part of the relocation benefits, contact the person in charge of the program, suggest the experts at United Van Lines. Write your resume. Contact employment agencies in the new community.

- Many of your job-hunting expenses may be tax-deductible.

- For a free booklet on pre-planning your job search, send a self-addressed, 9x12 envelope with 73¢ postage to: United Van Lines, One United Drive, Fenton, MO 63026.

HELP WANTED

Senior Lady Wanted. Companion to help mother with children, three and seven. Business, cooking, housework. Healthy, loyal, references/background check. Provide home kindness, future benefits. Possibly in your home. Write Carol, Box 208, Lakeview, OR 97630.

HELP WANTED

A Few Spare Hours? Receive/forward mail from home! Uncle Sam works hard—you pocket hundreds honestly! Details, send self addressed, stamped envelope. BEDUYA, Box 17145, Tucson, AZ 85731.