



Computer Sciences Internship Information – Spring 2017

Business Name	Oregon Department of Human Services
Internship Position	Programmer – unpaid internship
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Project duties and tasks:

Background: When onboarding a new employee to the state, numerous forms are required. Naturally each form contains universal information (IE: name, address, etc) and currently each form is completed one at a time. In addition to the standard information, each form also requires unique information (IE: computer programs to be accessed, pay rate, personal demographic information) after the forms are filled, they are printed, signed, scanned and emailed to various Salem offices (IE: payroll, HR, OIS.)

Proposal: Create a simple program which allows you to generate a master form based on the sub forms selected. Once the master form is filled, the sub-forms are generated and signed electronically. The corresponding documents can be sent as PDFs to the respective offices in Salem.

Preferred skills& technical knowledge:

Programming is the only skill I believe necessary for this project. A simple desktop application that links fillable PDFs would suffice for now. (The ability to link a stylus for signature, and auto email to each corresponding office would be nice)

After an initial orientation and design period, I imagine much of this work can be completed from a personal computer at any location. Once the program is complete, the office of information services would have to "vet" it before placing it on a state network. Once this is complete, additional time to trouble shoot would be helpful.

Additional information:

Criminal background check is required for normal work with the state. This will be the same prior to any work conducted on site, due to client PII.