

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF HUMAN RESOURCES

Basic Purpose:

The position assigned to this job is responsible for the direction, coordination, and management of all phases of a diverse, multi-functional human resources (H.R.) program for the department.

Typical Functions:

- Provides direction and management of the department's H.R. program; provides analysis of current practices and plans for future program direction; develops goals and objectives consistent with the immediate and long-term needs of the department.
- Develops, implements and maintains uniform policies and procedures for the consistent practice and application of applicable federal and state laws, rules, and regulations affecting H.R. management and administration; participates in top level management meetings involving the formulation and implementation of programs and policies; ensures procedures and practices incorporate all amendments required by rule or law and best practices regarding H.R. administration.
- Develops and ensures delivery of training, guidelines, information, and services relevant to the appropriate practice and implementation of H.R. policies and procedures to department employees and managers.
- Consults with department managers and assists in the resolution of issues relating to H.R. practices; designs and implements processes which are responsive to the needs of the department; guides the resolution of highly sensitive and confidential administrative and human resources management problems; confers with department officials, legal counsel and others in resolving legal actions related to H.R. administration.
- Produces management information and reports, and responds to requests for information, which facilitates informed and appropriate management decisions and strategic planning.
- Manages the budget, staff and resources of the assigned area to ensure the proper delivery of services to the department.

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Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of personnel/human resources management and administration; of the principles and practices of management and administration; of state and federal laws, rules, and regulations affecting personnel practices; of the application of such laws, rules, and regulations at a public or governmental agency; of the legislative process; of business communications. Ability to research and analyze complex information and formulate operational and lawful practices, policies, and procedures related to personnel practices; ability to communicate effectively orally and in writing, to influence others; to establish and maintain effective working relationships with others; ability to plan, organize, and direct multiple projects simultaneously; to manage and administer multiple, complex, personnel functions.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and six (6) years of professional human resources/personnel management experience, two (2) years of which must have been in a supervisory capacity.

Preferred Qualifications: Master's degree and six (6) or more years of professional human resources/personnel management experience, three (3) years of which consisted of managing one or more functional personnel/human resources units/divisions for a large organization.