

Oklahoma Department of Corrections
Unclassified Job Descriptor

HUMAN RESOURCE MANAGER

Basic Purpose:

Positions in this job are responsible for developing and administering assigned phases of the personnel program for the department.

Typical Functions:

- Responsible for planning, developing, and administering assigned phases of the department's comprehensive personnel program which may include, but are not limited to: classification, compensation, benefits, payroll, staffing and selection, and employee relations.
- Responsible for the interpretation and application of laws, rules, and regulations pertaining to the personnel programs; monitors proposed and enacted changes in laws, rules, and regulations.
- Develops, implements, and applies personnel policies and procedures.
- Provides training and guidance to department employees and managers in matters pertaining to personnel practices; serves as subject matter experts.
- Ensures the development and use of appropriate management information reports. Responds to internal and external requests for personnel information, reports, statistics, surveys, etc.
- May serve as administrator of the human resources component of the PeopleSoft information system. Defines and assigns security levels and user profiles; creates and updates agency-specific elements including locations, departments, and job data; serves as the liaison between the department and the Office of Management and Enterprise Services (OMES) to resolve any problems or issues; coordinates the creation or modification of custom queries with OMES based upon the agency's needs.
- Manages the budget, staff, and resources for the assigned area(s).
- Investigates and resolves sensitive and confidential personnel issues; confers with department managers, legal counsel, and others in determining appropriate department actions or responses.

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Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of personnel management and administration; of federal and state laws, rules, and regulations and their application to personnel management. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to plan, direct, and coordinate the activities of others; to interpret, analyze and resolve highly complex and technical information; to communicate effectively both orally and in writing; to establish and maintain effective working relationships, to organize and manage several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and five (5) years of human resources, personnel management or professional experience; or an equivalent combination of education and experience.