

Oklahoma Department of Corrections
Unclassified Job Descriptor

HUMAN RESOURCES COORDINATOR

Basic Purpose:

Positions in this job are responsible for coordinating and administering Human Resources functions such as hiring and selection, personnel actions, review of policy and procedure, and training in human resource processes, functions and activities for the assigned division.

Typical Functions:

- Provides training and guidance to employees and managers on matters pertaining to personnel practices; ensures that personnel policies and procedures are appropriately implemented and applied; and coordinates personnel functions for hiring and selection, processing transactions, and records maintenance.
- Serves as a liaison between the assigned division and Human Resources areas within the central Personnel unit; provides information to be used in determining appropriate personnel actions or responses.
- Monitors division position budgeting report and advises division manager of current vacancies, transfers, reallocations and staffing levels to ensure that funded FTE levels are not exceeded. Compiles staffing and vacancy narratives for assigned facilities for required division reports.
- Ensures that the division's job descriptors are current and accurately describe the duties and minimum credentialing requirements.
- Manages and directs the staff and resources within assigned area of responsibility.

Knowledge, Skills, and Abilities:

Knowledge of principles and practices of human resources management; of federal and state laws, rules, and regulations pertaining to the credentialing of professional medical jobs. Knowledge of, and skill in the use and application of, appropriate information technology. Ability to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; and to work independently.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Master's degree and two (2) years of professional level experience in human resources management; or a Bachelor's degree and three (3) years of professional level experience in human resources management or development; or an equivalent combination of education and experience.