

Oklahoma Department of Corrections
Unclassified Job Descriptor

PLACEMENT SUPERVISOR

Basic Purpose:

Positions in this job are assigned responsibilities for supervision of the correctional officer hiring process in a centralized unit.

Typical Functions:

- Obtains and provides information to internal and external customers regarding the correctional officer recruitment and hiring process; prepares correspondence related to department programs, policies, and procedures.
- Verifies that the applicant possesses at least the minimum education and experience requirements as listed on the official job description.
- Enters and retrieves information using appropriate computer software and receives and reviews source documents.
- Coordinates with local human resources units to schedule interviews, physical exams, and drug screenings for applicants.
- Collects and analyzes data regarding employment history, criminal activities and related records of the applicant; determines value of data for placement into computerized data management system.
- Conducts comprehensive interviews with applicants, employers, associates, references, and other knowledgeable individuals to establish the background, reputation, character, or suitability of the applicant.
- Analyzes public records, such as law enforcement reports, judgments, and educational transcripts of the applicant; contacts other businesses, agencies, departments and organizations to obtain and confirm information as necessary.
- Analyzes investigation results and draws logical and objective conclusions; may confer with agency officials or hiring managers; prepares the written background investigation report in a narrative format as prescribed by agency policy; makes recommendations regarding suitability for employment.
- Utilizes appropriate software to develop and maintain a system for monitoring the applicant's progress through the hiring process.
- Prioritizes and monitors several projects simultaneously to ensure compliance with due dates.

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- Supervises staff assigned to the centralized Correctional Officer hiring unit.

Knowledge, Skills, and Abilities:

Knowledge of spelling, punctuation, Microsoft Office Suite, and business English; of modern office methods and procedures; of the principles and practices of supervision/management; of the maintenance of complex records; and of the major policies and procedures governing assigned programs. Ability to establish and maintain effective working relationships and to plan, direct, and coordinate the actions of others; to handle confidential work with tact and discretion; to organize and present facts clearly and concisely, both orally and in writing; to interpret and handle routine matters in accordance with department policy; and to follow oral and written instructions.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and two (2) years of professional level experience in human resources management, recruitment, or related field or an equivalent combination of education and experience.

Preferred Qualifications: Master's degree and two (2) years of professional level experience in human resources management, recruitment, or related field or an equivalent combination of education and experience.