

DO NOT REMOVE

REPOSTING # 2007-17

**OKLAHOMA STATE BUREAU OF INVESTIGATION
VACANCY ANNOUNCEMENT**

POSITION TITLE: HUMAN RESOURCES PROGRAMS MANAGER, LEVEL III, C32C
(MAY BE UNDERFILLED AT LEVEL II, C32B, OR LEVEL I, C32A)
PIN # 30800060

WORKING TITLE: HUMAN RESOURCES PROGRAMS MANAGER

GRADE/SALARY: LEVEL III – PAY BAND O – ANNUAL SALARY RANGE: \$43,397.00 - \$72,328.00
LEVEL II - PAY BAND N – ANNUAL SALARY RANGE: \$38,748.00 - \$64,580.00
LEVEL I - PAY BAND M – ANNUAL SALARY RANGE: \$34,907.00 - \$58,179.00

MINIMUM QUALIFICATIONS:

LEVEL I – A bachelor's degree plus three years of professional level experience in human resource management or development, or an equivalent combination of education and experience, substituting one additional year of professional or technical public sector human resources management experience for each year of the required education or an equivalent combination of education and experience, substituting the possession of a master's degree in public administration, human resources or a closely related field for one year of the required experience.
LEVEL II – Those identified in Level I plus one additional year of qualifying professional level experience.
LEVEL III - Those identified in Level II and two years of professional administrative or supervisory experience in human resource management or staff development and training.

MAJOR WORK DUTIES:

1.MANAGES AGENCY RECRUITMENT AND PROMOTIONAL PROGRAMS FOR CLASSIFIED POSITIONS.
2.MANAGES EMPLOYEE CLASSIFICATION SYSTEM AND RELATED PROGRAMS.
3.MANAGES EMPLOYEE COMPENSATION/PAYROLL PROGRAMS AND RELATED PROGRAMS. MANAGES EMPLOYEE BENEFITS PROGRAM.
4.MANAGES EMPLOYEE PERFORMANCE EVALUATIONS PROGRAMS
5.MANAGES INTERNAL GRIEVANCE PROGRAM; SERVES AS A RESOURCE FOR AGENCY SUPERVISORY STAFF ON DISCIPLINE MATTERS.
6.DEVELOPS AND/OR DELIVERS TRAINING PROGRAMS RELATED TO ANY AREA OF RESPONSIBILITY.
7.ASSURES THAT SECTION PROGRAMS AND TASKS CAN CONTINUE IN THE EVENT OF THE SUPERVISOR'S ABSENCE OR DUE TO OTHER STAFFING PROBLEMS.

NUMBER OF OPENINGS: ONE

LOCATION: ADMINISTRATIVE SERVICES DIVISION, CRO, OKLAHOMA CITY
Reports to: DARREL WILKINS, DIVISION DIRECTOR

ADDITIONAL FACTORS:

1. Trial period or probationary period in accordance with merit rules 530:10-11-55 and 530:10-11-102(c) is required.
2. All applicants must provide access to their performance evaluations and any other prior employment documents as required by the OSBI.
3. No offer of employment will be made until an approved OPM form 92 is received from the cabinet secretary. Offers may be withdrawn at any time due to budget concerns.
4. Preference will be given to OSBI employees who are qualified applicants.
5. Preference will be given to those applicants qualifying at the higher level.
6. The selection process may consist of one or more of the following: oral interviews; performance examinations; written examinations; evaluations of training and/or education.
7. Employment of relatives governed by OSBI policy #123.
8. Internal applicants for transfer or promotion must have received an overall rating of "Meets Standards" or "Exceeds Standards" on their last Performance Evaluation.
9. OSBI does not accept transfers of permanent classified employees. Instead, a one-year probationary period is required as part of reinstatement to the classified service.
10. Persons who submitted Personal Data Summary Sheet (OPM-4B) under the posting # 2007-13 need not re-apply and will be considered with applicants received under this posting.

DATE POSTED: June 1, 2007

APPLICATION DEADLINE: June 8, 2007 5:00 P.M.

APPLICATION PROCEDURES:

Applicants must meet the minimum qualifications for the announced vacancy. The classification specification is attached which contains the minimum requirements. Applicants meeting this criteria that are current, permanent, classified state employees or those with reinstatement eligibility, may apply by submitting a completed Personal Data Summary Sheet (OPM-4B), copy of latest PMP, copy of current leave record and a cover letter with contact information, *no later than 5:00 p.m. on the date of the application deadline*, to:

Oklahoma State Bureau of Investigation, Human Resources Section
ATTENTION: RECRUITMENT
6600 N. Harvey, Oklahoma City, OK 73119-7910,
Telephone: (405) 848-6724; TDD: (405) 843-7303.

Any qualified applicant with a disability may request reasonable accommodation to complete the application/interview process. The specific nature of the accommodation requested and the reason for the request should be provided at the time of initial application.

Successful applicants who are not current employees of the OSBI must be willing to submit to a drug screen, polygraph examination, psychological evaluation (commissioned positions only), and a thorough background investigation. Certain events automatically disqualify an applicant, such as, felony conviction; admission of an undetected crime that, if known, would have been a felony charge; failure to pay federal or state income tax; positive confirmed drug urine test; illegal use of a controlled substance within certain time frames

EQUAL OPPORTUNITY EMPLOYER

QUESTIONS AND APPLICATIONS FOR THIS POSITION SHOULD BE DIRECTED TO
Charlotte Goebel, Human Resources

HUMAN RESOURCES PROGRAMS MANAGER, #C32

BASIC PURPOSE:

Positions in this job family are assigned responsibilities involving planning, supervising, directing and coordinating human resources management, development, or training programs in a state agency or institution or assisting in the direction of human resources management or training activities. This includes overall responsibility for all phases of a human resources management, development or training programs including the application of laws and rules concerning state employees and applicants, direction or supervision of assigned staff and coordination of program activities with other programs and activities. Some positions may be assigned responsibility for directing a major phase of a large program or assisting in directing a comprehensive human resources or staff development program as an assistant division director or comparable position.

TYPICAL FUNCTIONS:

The functions performed within this job family will vary by level and organization, but may include the following:

- Directs human resources, staff development, or training activities in all phases of an agency human resources management or development program or plans, organizes or directs a major phase of a comprehensive human resources management or training program of considerable size and scope.
- Interprets and applies laws and rules concerning human resources management, personnel administration, or staff development to a variety of human resources matters including classification, selection and recruitment, compensation, staff development and training, employee benefit programs and employee transactions and records.
- Directs or conducts classification studies, job audits, and other actions to identify duties and responsibilities assigned to positions and employees; makes recommendations concerning job classifications, changes in organization structure and other matters.
- Directs or completes activities related to recruitment, grievance management, employee relations, adverse actions, compensation, employee selection, human resources development and other personnel matters; advises agency officials and employees of Merit Rules and agency policies concerning employee and applicant actions.
- Coordinates or conducts activities related to complaints or appeals concerning violations of the Oklahoma Personnel Act or Merit Rules of Personnel Administration such as investigations, training, alternative dispute resolution, grievance management, progressive discipline and administrative hearings.
- Represents the agency to other state agencies, the Legislature, employee groups and other organizations in matters pertaining to human resources management or personnel administration.

- Participates in preparation of agency budget and budget work programs; develops agency or division policies and procedures in accordance with applicable laws and rules.

LEVEL DESCRIPTORS:

The Human Resources Program Manager job family consists of three levels which are distinguished based on the complexity of the work assigned, the scope of responsibility for supervision of staff functions, including size and diversity of organization, and requirements for integration of services within and between units or agencies.

Level I Code: C32A Salary Band: M

At this level employees are assigned responsibility for a human resources management or human resource development/training program which is limited in size and scope. This may include those in an agency or institution with less than 200 FTE, a human resources staff of three or less, a patient/client average monthly census of less than 200 or responsibilities for coordination of human resources management functions primarily within the agency or institution. Other positions which may be included at this level are those which are the only professional human resources management position within the agency or institution, with overall responsibility for developing and implementing human resources management policies and procedures, those responsible for providing human resources consultant services to multiple agencies in an agency services role, and various positions which are assigned responsibilities which involve assisting in the planning, coordination, and direction of one or more specialized phases of a human resources management program or direct responsibility for a specific program area.

Knowledge, Skills and Abilities required at this level include knowledge of human resources management, staff development, or training policies and procedures; of the Oklahoma Personnel Act and the Merit Rules for Personnel Administration; of affirmative action and equal opportunity guidelines and procedures; of federal laws and regulations concerning human resources management, and employment practices; of the structure and functions of governmental organizations; of interviewing and investigative techniques; of business communications; of the legislative process; and of supervisory principles and practices. Ability is required to plan, direct and coordinate the activities of others; to interpret, analyze and resolve administrative and human resources management or staff development problems; to communicate effectively, both orally and in writing; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action.

Education and Experience requirements at this level consist of a bachelor's degree plus three years of professional level experience in human resource management or development, or an equivalent combination of education and experience, substituting one additional year of professional or technical public sector human resources management experience for each year of the required education or an equivalent combination of education and experience, substituting the possession of a master's degree in public administration, human resources or a closely related field for one year of the required experience.

Level II Code: C32B Salary Band: N

At this level employees are assigned responsibilities involving the administration of a human resources management, staff development or training program of moderate size and scope. This may include an agency or institution with 200 or more FTE, a personnel staff of between three and six employees, a patient/client census between 200 and 700 and a requirement for integration or coordination of work activities between several units or agencies. Positions assigned responsibility for a major phase of a human resources management, staff development, or training program of considerable size and scope or independent responsibility for a major program with statewide applications or for assisting in the direction of a major program or division are also included in this level.

Knowledge, Skills and Abilities required at this level are the same as those identified in Level I.

Education and Experience requirements at this level consist of those identified in Level I plus one additional year of qualifying professional level experience.

Level III Code: C32C Salary Band: O

At this level employees are assigned responsibilities involving the direction of a human resources management, staff development, or training program which is large in size and scope. This may include those with 700 or more FTE, a human resources staff of more than six FTE, a patient/client census of more than 700 and responsibilities for integration of human resource management or development program activities between a large number of units. Positions assigned responsibility for a major phase of a comprehensive human resources management, development, or training program or for the direction of a major agency division having responsibility for statewide application of human resources management or training policies and procedures may also be included in this level.

Knowledge, Skills and Abilities required at this level are the same as identified for Level I.

Education and Experience requirements at this level consist of those identified in Level II and two years of professional administrative or supervisory experience in human resource management or staff development and training.