

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF PERSONNEL
(Administrator III)

Basic Purpose:

Positions in this job are responsible for the direction, coordination, and management of all phases of a diverse, multi-functional personnel program for the department which may include, but is not limited to, classification, compensation and benefits, payroll, staffing and selection, employee relations and conduct, and performance management.

Typical Functions:

- Directs a comprehensive, multi-functional personnel program; provides analysis of current personnel practices and plans for future program direction; develops goals and objectives consistent with the immediate and long term needs of the department in the area of personnel.
- Develops and implements uniform policies and procedures for the consistent practice and application of applicable federal and state laws, rules, and regulations affecting personnel 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 personnel administration.
- Develops and ensures delivery of training, guidelines, information, and services relevant to the appropriate practice and implementation of personnel policies and procedures to department employees and managers.
- Consults with department managers and assists in the resolution of issues relating to personnel 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 personnel 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 personnel 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.

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