

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **HUMAN RESOURCES MANAGER**

### **Basic Purpose:**

Positions in this job are responsible for developing and administering assigned phases of the human resources program for the agency.

### **Typical Functions:**

- Responsible for planning, developing, and administering assigned phases of the agency's comprehensive human resources program which may include, but are not limited to: classification, compensation, benefits, payroll, staffing, recruitment and selection, and employee relations.
- Responsible for the interpretation and application of laws, rules, and regulations pertaining to human resources programs; monitors proposed and enacted changes in laws, rules, and regulations.
- Develops, implements, and applies human resources policies and procedures.
- Provides training and guidance to agency employees and managers in matters pertaining to human resources practices; serves as subject matter experts.
- Ensures the development and use of appropriate management information reports. Responds to internal and external requests for human resources 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 agency 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 human resources issues; confers with agency managers, legal counsel, and others in determining appropriate agency actions or responses.

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### **Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of human resources management and administration; of federal and state laws, rules, and regulations and their application to human resources management. Knowledge of, and skill in, the use and application of appropriate information technology including PeopleSoft and Microsoft Excel. 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 three (3) years of human resources/personnel management experience.

Preferred Qualifications: Master's degree and three (3) years of human resources/personnel management experience.