

RECRUITMENT, RETENTION AND RECOGNITION COORDINATOR

Basic Purpose:

Positions in this job are responsible for coordinating and administering the department's recruitment, retention and recognition program.

Typical Functions:

- Coordinates the recruitment functions for the department, to include development of strategies for hiring qualified applicants, determining appropriate use of recruitment and retention resources, organizing presentations at job fairs, preparation of advertising materials for various media, implementation of special recruitment activities and incentives, development of systems for collecting, analyzing and tracking recruitment activities in the department, and coordination of recruitment services for facilities and units statewide.
- Coordinates the employee retention program for the department, to include targeted retention projects, development of retention strategies, coordination of retention surveys and exit surveys, and development of systems for collecting, analyzing and reporting employee retention data.
- Advises department personnel and the public on general employment procedures and rules, regulations, and laws governing types of state employment with the department.
- Coordinates and organizes details for employee recognition events, including Correctional Officer and Probation and Parole Officer of the Year, Public Service Recognition Week, and the annual employee awards event. Secures location for events, assists with contract negotiations with site staff, and serves as liaison with legislative staff when necessary. Reviews and makes necessary revisions to all policies related to agency recognition.
- Supervises the Human Resources Management Specialist responsible for the department's closed personnel records. Ensures that required documents from former employees' personnel files are clearly scanned into the electronic file system. Ensures that appropriate documents/files are destroyed in compliance with agency and Department of Libraries policies and with the approval of the DOC Legal unit.

Oklahoma Department of Corrections
Unclassified Job Descriptor

RECRUITMENT, RETENTION AND RECOGNITION COORDINATOR

Knowledge, Skills, and Abilities:

Knowledge of principles and practices of human resources management; of federal and state laws, rules, and regulations pertaining to state employment. 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; to supervise the work of others and to work independently.

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.