

RECRUITMENT AND RETENTION PROGRAM COORDINATOR

Basic Purpose:

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

Typical Functions:

- Coordinates the recruitment functions for the department, to include development of strategies for hiring qualified applicants, 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.
- Supervises assigned staff; determines appropriate use of recruitment and retention resources.

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.

Oklahoma Department of Corrections
Unclassified Job Descriptor

RECRUITMENT AND RETENTION PROGRAM COORDINATOR

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.