



**OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL**  
**440 N.E. 39<sup>th</sup> Street, Oklahoma City, OK 73105**      **405-521-2885 / 1-800-522-8031**

## **VACANCY ANNOUNCEMENT**

**(OPM-92 Pending Approval)**

**Opening Date: February 18, 2011 • Closing Date: February 25, 2011**

**Job Family / Code:** HUMAN RESOURCES PROGRAMS ADMINISTRATOR / 8101  
**Position Numbers:** 47700077  
**Announcement Number:** 11-02  
**Pay Band / Salary Range:** \$5,312.50 per month  
**Number of Vacancies:** 1  
**Work Locations/Division:** OKC Headquarters / Fiscal

**Application Filing Procedures:** Please submit a letter of consideration that includes this announcement number to Human Resources on or before the closing date. Also, submit to Human Resources:

- Resume
- Most recent evaluation

**Requirements:** **This position is Unclassified.** Employment is at will. Non OBNDCC applicants must pass an extensive background investigation and a polygraph examination.

**Education and Experience Requirements:** 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. Must have experience working in Oracle (PeopleSoft). Preference may be given to applicants with Certified Personnel Professional (CPP) certification and IPMA-HR certification.

**Major Work Duties Include:** Required to plan, direct and coordinate the activities of a comprehensive multi-functional human resources program with supervisory responsibility; Interpret, analyze and resolve administrative and human resources management concerns as pertaining to public sector employees with an emphasis on Law Enforcement; Knowledge of the Oklahoma Personnel Act and Merit Rules for Personnel Administration; Functionability with affirmative action and equal opportunity guidelines and procedures; Knowledge and application of federal laws and regulations concerning human resources management and employment practices; Experience with recruitment/selection/hiring processes; Understanding of the legislative process and of supervisory principles and practices; Ability to communicate effectively both orally and in writing; Organize and conduct several projects simultaneously; Analyze complex situations and adopt an appropriate course of action; Serve as Benefits Coordinator, Retirement Coordinator, SoonerSave Coordinator and Worker's Compensation Coordinator.

**Application materials must be received by 5 p.m. on the closing date.**  
**Send to: Human Resources, 440 N.E. 39<sup>th</sup> Street, Oklahoma City, OK 73105**  
**Phone: 405-521-2885 / 1-800-522-8031 / 405-524-7619 (facsimile)**

**An Equal Opportunity Employer**