



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> HUMAN RESOURCE OFFICER	<b>Grade:</b> 16
<b>Division:</b> ADMINISTRATION	<b>Job Code:</b> 1474
<b>Reports To:</b> Human Resource Administrator	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES:

Under the supervision of the Human Resource Administrator, is responsible for the development, coordination, and implementation of the inter-divisional agency training program to enhance the overall knowledge of all agency personnel. The job includes responsibilities of coordinating all phases of the training program with other Division personnel. Under the supervision of the Human Resource Administrator, conducts specialized investigations as designated by the Director. Interrogates informants, witnesses, and suspects; develops and maintains sources of information to be used during the investigation process; obtains written and oral statements; reviews all pertinent documents and records; prepares report of facts. Will only conduct investigations and submit written reports to the Human Resource Administrator.

### JOB DUTIES:

Coordinate and, may, conduct training for agency personnel.

Collect, prepare and edit materials to be used in training programs, schedule training sessions and arrange training locations.

Assist Divisions in evaluating training needs, establishing training objectives and developing appropriate curriculum.

Make recommendations to improve training program.

Prepare training reports and is responsible for the maintenance of training records of all personnel.

Evaluate training sessions by monitoring results through observation of *On the Job Performance*; consult with supervisor and survey participants.

Conduct thorough and impartial investigations under the supervision of the Human Resource Administrator. Prepare and submit investigative reports in a timely manner by using appropriate techniques and objectivity.

Conduct job applicant background screening and schedules pre-employment test as required by policy and procedure.

Secure and maintain all confidential records and files by following Department policy and procedure.

May assist the Human Resource Coordinator with career fairs and other Human Resource related programs.

### Must have the ability to:

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, other agencies, and other partners.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various other office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends with occasional travel requiring overnight stays.

## **REQUIREMENTS:**

**Education:** Requires a Bachelor's Degree, preference given in Human Resource Development, Education, Business or Public Administration or Wildlife Conservation.

**Experience:** A combination of four years experience in developing training curriculum, conducting training and/or program workshops or investigative training.

**Knowledge and Skills:** A knowledge of theories, principles, practices of conducting training and techniques of investigation and the education, ability and experience to apply such knowledge to the type of investigation or training being done. A knowledge of government organizations, programs, activities, functions, and where applicable, their interrelations with the private sector that may be acquired by education, study or experience. Requires ability to analyze and evaluate facts, draw sound conclusions, and to deliver concise factual summaries of the results of the investigation, both orally and written.

**SPECIAL REQUIREMENTS:** Applicant must have a valid Oklahoma Driver's at the time of appointment in order to perform necessary travel; have and maintain physical and mental stamina adequate to perform the work; pass a character and background investigation.