



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> HUMAN RESOURCE ADMINISTRATOR	<b>Grade:</b> 18
<b>Division:</b> ADMINISTRATION	<b>Job Code:</b> 3962
<b>Reports To:</b> CFO / Chief of Administration	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES:

Under the general supervision of the CFO / Chief of Administration (CFO), manage the Human Resource section and assist the CFO with various functions of the Administration Division. Direct personnel management programs which include responsibility for employee development and training, employee relations, recruitment, placement and employee benefits. Coordinate, develop and implement personnel policies and procedures within the framework of laws and regulations of the Oklahoma Personnel Act. Implement, coordinate and supervise recruitment and selection, job descriptions, job announcements, interviews and pre-employment screening. Provide technical assistance and guidance to the agency on personnel matters and refer disciplinary and compensation issues to the CFO. Submit and monitor the Human Resource budget. Serve as the Department's investigator to conduct complaint investigations and background investigations on applicants. Responsible for coordinating supervisor training, safety officer training and the Wildlife Resource Professional training.

Review personnel records and records regarding appointments, terminations, time and leave records, all to ascertain compliance with state laws, rules and regulations. Prepare various reports and correspondence concerning agency personnel. Represent the agency to other state agencies, the legislature, employee groups and other organizations in matters pertaining to Personnel. Will serve as Affirmative Action Officer and maintain Affirmative Action Plan. Monitor compliance with Affirmative Action Program. Counsel employees as needed on job-related problems.

### JOB DUTIES:

Develop objectives of the Human Resource Section and recommends their adoption to the CFO.

Assist in the preparation of area budget and administer control of such funds. Prepare and review specifications for area requisition purchases of equipment, materials and supplies.

Prepare statements of personnel policy and forward these for review by staff and Commission for their consideration.

Assist with establishing personnel procedures which, when adopted by the Director and Commission, become directives for all Divisions, such as interviewing, selection, discipline, etc.

Provide a variety of personnel information to both department employees and the general public by telephone, email, and through personal contact.

Counsel with employees on job-related problems, or refer to the CFO as needed.

Delegate responsibility and authority for work accomplishment to Human Resource staff and hold subordinates accountable for work so delegated.

Review job description specifications at least annually with the appropriate supervisor to assure the job duties and specifications reflect accurately any changes that might have occurred in each job.

Consult and assist with annual wage and salary surveys of the local, surrounding states and national markets.

Coordinate the recruiting, interviewing and testing of prospective employees and recommend qualified individuals to Department supervisors for their consideration. Participate in applicant interviews.

Fill in for CFO in their absence. May be required from time to time to perform other periodic or occasional non-management duties as assigned by the supervisor.

Coordinate the preparation, scheduling and grading of personnel examinations with various Division and staff heads.

Coordinate orientation programs throughout the Department.

Assist in developing testing and performance evaluation review standards in cooperation with administrative management.

Coordinate and monitor the preparation and submission of employee evaluation reports (PMPs).

Supervise and direct the work of immediate staff. Select, place, orient and instruct all personnel assigned to the unit.

Advise Division Chiefs and other administrative management relative to the formulation of performance standards, and the proper performance appraisal of individual employees.

Encourage the participation of Division Chiefs and other staff heads in formulating and reviewing the entire personnel program.

Serve as Open Records Administrator for the agency. Inform the Director of open records requests and coordinate collection and response to requests.

Other duties as assigned.

**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 in Business Administration, Human Resources, Wildlife Management, or equivalent field of study from an accredited university. Major course work in Human Resource Administration or related field is preferred. Direct experience may substitute for preferred course work.

**Experience:** Minimum of five years experience in Human Resource Administration, Personnel Management, or closely related field.

**Knowledge and Skills:** Requires thorough knowledge of federal and state laws regarding personnel issues. Must have knowledge of theories, principals and practices of conducting training and techniques of investigation and the education, ability and experience to apply such knowledge to the types 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 the 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.