

UTAH COUNTY OFFICE OF PERSONNEL MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606

Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: ucpersonnel@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT

Posting# 1090-0516md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma - internet printouts & photocopies are acceptable
- Professional licenses and/or certifications

SALARY RANGE: Step 71 - 83; \$100,126 - \$132,236 annual salary (based on experience and education)
Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: April 20, 2016

CLOSING DATE: May 18, 2016

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general direction from the Utah County Commission, directs the activities of the Utah County Office of Personnel Management in accordance with the County Personnel Management Act (UCA 17-33).

DUTIES INCLUDE:

- **Supervises**, develops, coordinates, and directs personnel activities including, but not limited to, recruiting, selection, training, compensation, benefits, employee relations, position classification, performance evaluation, workers compensation, and performance management functions.
- **Advises** the County Commission and Department Heads on the use of Human Resources and makes recommendations regarding personnel matters.
- **Ensures** compliance with relevant Federal, State, and County rules and regulations including updating the County's Personnel Rules and Regulations manual to reflect such.
- **Designs** and administers a County pay plan that includes salaries, wages, incentives, bonuses, leave, insurance, retirement, and other benefits.
- **Designs** and administers the County classification plan and grade allocation system, including final decisions on position classification and grade allocation.
- **Oversees** employee grievance process and provides advice on grievance procedures.
- **Negotiates** contracts with various benefit providers; determines most effective benefit program; makes recommendations to the benefits committee and County legislative body; and supervises the administration of a broad spectrum of benefit plans.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: County's personnel policies and procedures; Laws affecting personnel administration; Organization and functions of County government; Compensation practices; Federal and state insurance requirements and limitations and Modern office practices and procedures.

Skill in: Various computer applications including word processing, spreadsheets, and databases; Analytical problem solving; Reading, writing, and math and Document composition.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities; Conduct group training; Explain County policies and procedures; Communicate effectively verbally and in writing; Maintain files, records, and reports, Coordinate multiple tasks efficiently and Work under pressure.

REQUIREMENTS FOR EMPLOYMENT:

Bachelors Degree in Public Administration, Personnel Administration, Business Administration, Communications, Psychology or a related field; and seven (7) years performing personnel administration activities, including three (3) years supervising Personnel staff. Preference may be given for an advanced degree in Public Administration, Law, Business Administration, Organizational Behavior or related field. *Preference may be given to applicants with PHR, SPHR, IPMA, or other applicable professional certification/credentials.* **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

