

**POSITION: HUMAN RESOURCES DIRECTOR**

**Posting # 1091-0618ksa**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@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**

**APPOINTED POSITION**

**POSITION: HUMAN RESOURCES DIRECTOR**

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**REQUIRED ATTACHMENTS TO APPLICATION:**

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

**STARTING SALARY: Step 71 – 83; \$103,330.03 - \$136,467.55 Annual Salary**

Salary will be determined upon experience and or education

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: June 1, 2018**

**CLOSING DATE: June 29, 2018**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**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 Department of Human Resources 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 HR policies and procedures  
Laws affecting HR administration  
Organization and functions of County government  
Compensation practices  
Federal and state insurance requirements and limitations  
Modern office practices and procedures

**Skill in:**

Various computer applications including word processing, spreadsheets, and databases  
Analytical problem solving  
Reading, writing, and math  
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  
Work under pressure.

**RECOMMENDED QUALIFICATIONS 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.

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:**

*Preference may be given to applicants with PHR, SPHR, IPMA, or other applicable professional certification/credentials.*

**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 Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Resumes may be attached to the application but may not be substituted for a completed application. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for recommended 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.