

## JOB ANNOUNCEMENT

**POSITION: PERSONNEL TECHNICIAN**

Posting# 3202-0814md

### REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents: *Supplemental Questionnaire***
- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

**STARTING SALARY: Step 32; \$19.08 per hour / \$1526 bi-weekly** *plus benefits package*  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** July 23, 2014

**CLOSING DATE:** August 6, 2014

*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:

Performs a variety of technical and complex clerical work in support of county-wide personnel services.

### DUTIES INCLUDE:

Incumbents may be assigned duties from one or more of the following functions:

#### Payroll

**Ensures** accurate preparation and balancing of county-wide biweekly payroll; monitors inputting and recording of employee work hours; enters changes and answers questions relating to employee earnings and employee withholdings including state taxes, federal taxes, social security, retirement and insurance.

**Creates** direct deposit file and initiates transfer of funds; prints and distributes direct deposit statements and checks.

**Maintains** year-to-date records of wages, deductions, and taxes.

#### Classification & Compensation

**Assists** with comprehensive classification and compensation studies involving the analysis of positions including periodic desk audits.

**Responds** to salary surveys and other questionnaires.

**Modifies** job descriptions and specifications.

**Updates** the county HRIS including inputting job codes, titles, pay ranges, exempt status, worker's compensation codes, and other data.

**Maintains** organization charts for all county departments.

#### Benefits

**Conducts** employee exit interviews; reviews benefit options with terminating employee; ensures appropriate forms are completed; obtains necessary information and documentation to process separation action.

**Assists** in tracking employee leave such as FMLA, military, leave without pay, and long term disability.

**Assists** in distributing, collecting, and processing insurance, retirement, and other benefits paperwork.

**Balances** life insurance and other billings as assigned.

### EVALUATION AND SELECTION FACTORS INCLUDE:

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Knowledge of current State and Federal statutes relating to employment; Knowledge of current County rules and regulations relating to employment; Skill in reading, writing, and basic math; Skill in word processing and computer programs; Knowledge of modern office practices and procedures; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Skill in document composition; Ability to follow both written and verbal instructions; and Ability to coordinate multiple tasks efficiently

### REQUIREMENTS FOR EMPLOYMENT:

An Associate's Degree in Human Resources, Business Management or a related field and two (2) years work experience providing personnel/human resource office support Or an equivalent combination of education and experience. Must pass typing test at or above 40 WPM net. **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.

