

POSITION: Human Resources Specialist

Posting # 3284-0918ksa

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 ♦ <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

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REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step A: \$20.08 – Step G: \$23.07 per hour / \$1,606.82 - \$1,846.25 Bi Weekly
Salary will be determined upon experience and or education

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

OPENING DATE: September 17, 2018

CLOSING DATE: October 2, 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:

Provides a wide range of technical and administrative support to human resources compensation, classification and payroll. This position is responsible for ensuring through audits and creating reports that County compensation and payroll programs are consistently administered in compliance with County policies and government regulations.

DUTIES INCLUDE:

1. Support day-to-day operation of the County pay plan and classification system. Provide information to the compensation manager to coordinate the implementation of COLA's, market studies, and other projects related to job codes, salary ranges, and pay tables.
2. Assist in performing comprehensive analysis of positions to recommend job value and placement within the pay structure.
3. Chart benefits cost details according to various merit statuses and position types to calculate total compensation value for grant applications, salary surveys, budget reports, and other projects.
4. Track and implement changes to the County-wide staffing plan. Gather information to prepare and submit Commission Meeting agenda items and coordinate processing of approved items.
5. Review, update, and craft job descriptions.
6. Enter job details such as FLSA status, grade, and workers' compensation, background, and safety sensitive codes into HRIS system.
7. Develop techniques for compiling, preparing, and presenting data about the compensation plan.
8. Gather data to participate in the annual market study to ensure County compensation objectives are achieved.
9. Respond to surveys and requests for information according to information sharing policies.
10. Keep apprised of federal, state, and local compensation laws and regulations to ensure County compliance.
11. Facilitate personnel actions for promotions, demotions, and reclassifications according to pay plan.
12. Provide excellent customer service to Utah County employees by answering employee requests and questions.
13. Make recommendations for modification to programs, as needed.

14. May assist with accurate preparation and balancing of county-wide biweekly payroll. Monitor inputting and recording of employee work hours. Enter changes and answer questions relating to employee earning and employee withholdings including state taxes, federal taxes, social security, retirement, and insurance. Analyze, prepare, and input payroll data.
15. Understand and support Workday payroll systems and processes as needed
16. Perform additional human resources administrative office functions as needed.
17. Exemplify the desired culture and philosophy of the organization.
18. Work effectively as a team member with the other members of management and the HR staff.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge, Skills, and Abilities

1. Knowledge of current human resource laws
2. Skilled in Microsoft Office Suite
3. Skilled in intermediate reading, writing, and math
4. Skilled in conducting research
5. Ability to maintain cooperative working relationships with others in the workplace and the public
6. Ability to communicate effectively verbally and in writing
7. Ability to conduct group training
8. Ability to create and maintain files, records, and reports
9. Ability to make decisions free from personal bias
10. Ability to maintain confidentiality
11. Ability to multitask, prioritize tasks, and meet deadlines

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience

1. Two years of college level education in business, human resources, or generally-related field.
2. Two years of related work experience in a human resource environment (e.g., compensation, payroll, benefits or HRIS systems).
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Bachelor's degree in business, human resources, or generally-related field.
2. Professional in Human Resource Certification (PHR), or SHRM-Certified Professional (SHRM-CP).

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 Human Resource 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 Human Resource 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 Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.