

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIRECTOR- OFFICE OF PERSONNEL MANAGEMENT  
CLASS CODE: 1090

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 4/21/2016 (REVISED 10/21/2014 VERSION)  
DEPARTMENT: PERSONNEL

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## **JOB SUMMARY**

Under general direction from the Utah County Commission, directs the activities of the Utah County Office of Personnel Management.

## **CLASS CHARACTERISTICS**

This is a County-wide Director classification level for the personnel function within Utah County.

## **ESSENTIAL FUNCTIONS**

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.

Exercises leadership in the development of expertise in personnel administration within County departments, agencies, and offices and makes available the facilities of the office of personnel management to this end.

Advises the County Commission and Department Heads on the use of Human Resources and makes recommendations regarding personnel matters.

Develops and implements programs for the improvement of employee effectiveness such as training, safety, health, counseling, and welfare.

Establishes and maintains central personnel records of all employees in the County service, setting forth as to each employee class, title, pay or status, and other relevant data.

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.

Monitors 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 the plan.

Designs and administers an employee information program to ensure employees are notified of updated personnel policies, procedures, rules, and regulations.

Makes department staffing decisions including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the department.

Supervises and correlates department activities with other County departments, volunteer groups and outside agencies.

Represents the County at various meetings and represents the Personnel Office at County Commission meetings.

Makes maintenance and purchasing decisions for equipment, tools, and supplies within the department.

Prepares the department budget and monitors and approves department purchase orders and expenditures.

Reviews current publications and conducts research on personnel laws and issues.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **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.

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.

### **PHYSICAL DEMANDS**

**Typically:** sit at a desk or table.

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**Occasionally:** walk, stand, or stoop; lift or otherwise move objects weighing up to 30 pounds. Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled building; and Incumbent must often give negative information to department heads, County employees, and the public.

### **EDUCATION AND EXPERIENCE**

Bachelors Degree in Public Administration, Personnel Administration, Business Administration, or a related field; and seven (7) years performing personnel administration activities, including three (3) years supervising Personnel staff. Preference may be given to an advanced degree in Public Administration, Law, Business Administration, Organizational Behavior or related field.

Selected applicants may be subject to a background check

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.