

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PERSONNEL TECHNICIAN
CLASS CODE: 3202
FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE
EFFECTIVE DATE: 4/1/2015 (REVISED 06/05/2007 VERSION)
DEPARTMENT: PERSONNEL

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

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.

Oversees submission and storage of time sheets.

Processes and follows up on wage garnishments and levies by federal, state, and county, court orders.

Makes federal withholding tax deposits and reconciles and generates checks for payroll deductions/benefits with various private, state, and federal agencies.

Maintain proper employee documentation related to W-4's and issues annual W-2's.

Personnel Actions (UCP8s):

Prepares and processes county-wide personnel actions (UCP8's) weekly for Commission approval. Clarifies requests with department heads and other supervisory personnel. Ensures proper paperwork and documentation has been completed. Obtains authorization from the Personnel Director prior to processing unusual requests.

Determines personnel action effective dates.

Clarifies actions affecting the staffing plan with appropriate department personnel.

Notifies department heads of upcoming due performance appraisals and keeps record of all appraisals.

Tracks hours worked for non-merit employees and notifies department heads when limit is approaching.

Responds to unemployment questionnaires.

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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.

Administrative Assistant:

Assists the Personnel Director with administrative details including preparing Commission agenda items and other documents.

Maintains calendar. Schedules meetings as assigned. Opens and sorts mail. Organizes and files paperwork.

Maintain confidentiality while coordinating random drug testing with department heads or their designated representative and the collection/testing agency. Prepares and maintains database of employees subject to testing.

Assists in training employees on avoiding sexual and other harassment and county policy as assigned.

Enters department payroll.

Creates department purchase orders. Balances monthly budget report and assists with budget preparations. Orders items from vendors and requests transfer of funds as necessary.

Gathers data and prepares reports related to turnover and employee count.

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.

Recruitment:

Performs recruitment duties for assigned departments including posting positions, creating supplemental questionnaires, screening applications, proctoring and processing testing elements, and referring applicants for final interviews.

Maintains and updates accurate staffing plans for assigned departments.

Explains application and hiring process to department heads and job applicants.

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Acts as a liaison between the Personnel Office and assigned departments including answering questions related to the recruitment process and hearing applicant appeals.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Serves as backup receptionist for the Personnel Office.

Participates in personnel and county-wide projects relating to employment conditions.

Serves as secretary to the Career Service Council.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Current State and Federal statutes relating to employment.

Current County rules and regulations relating to employment.

Modern office practices and procedures.

Skill in:

Reading, writing, and basic math.

Word processing and computer programs.

Document composition.

Ability to:

Maintain cooperative working relationships with those contacted in the course of work activities.

Communicate effectively verbally and in writing.

Maintain files, records, and reports.

Follow both written and verbal instructions.

Coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Typically:

Sit at a desk or a table.

Regularly:

Walk, stand or stoop.

Work for sustained periods of time maintaining concentrated attention to detail.

Occasionally:

Lift or otherwise move objects weighing up to 10 pounds.

Use tools or equipment requiring a high degree of dexterity.

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. Incumbent must occasionally give negative information to department heads.

EDUCATION AND EXPERIENCE

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.

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LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Incumbent may be required to obtain a State of Utah Certificate of Authority of Notary Public.

Selected applicants may be subject to a background check.

Applicant 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.