



# Assistant Human Resource Director

## Job Description

Department: Office of Human Resource Management  
Position: Career Service  
Starting Step: 60, Table 14  
Supervisory: Yes  
Reports to: Human Resource Director

### Summary

The Assistant Human Resource Director is responsible for managing and supporting the assessment of the organizational needs and the design, implementation, and evaluation of programs that facilitate the professional development and continuous learning of the team members, particularly emerging leaders. This position manages and coordinates organization-wide efforts to ensure the performance management (PM) and organizational development (OD) programs are developed and managed. Training and development programs are designed and implemented to bring employees current with required competencies for their positions and to stay up to date on county, state, and federal training requirements. This position maintains compliance with Utah County Human Resource Rules and Regulations, State, and Federal law.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee, manage, coach, and provide tools necessary to facilitate an efficient and productive talent management team. Supervise, plan, and coordinate strategic plan for the talent management team.
2. Lead the design, development, and implementation of programs, policies, and strategies tailored to meet the OD needs and the program goals.
3. Develop and implement a drug testing program for the County.
4. Approve and sign all hiring registers and staffing plan changes in accordance with County budget.
5. Serve as a back up to manage, coach, and provide guidance to the compensation & benefits team.
6. Conduct employee-relation investigations and follow-up with grievances. Recommend courses of action, and negotiate employee-employer resolutions. Research, investigate, and resolve alleged harassment and discrimination claims in compliance with County policy and procedures, and federal and state law.
7. Participate in organizational strategic planning and provide leadership for performance management (PM) and organizational development (OD) policy development.

### For Office Use Only

Class Code: 2233  
Class Title: Assistant Director  
FLSA: Exempt  
Effective Date: Pending  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: III  
Safety Sensitive: No  
DOT: No

8. Serve as a back-up Chair of the Utah County Retirement Investment and Benefits Committee.
9. Serve as a back-up member of the Utah County Accident Review Board. (Reviewing Automobile Accidents).
10. Serve as the back-up Retirement Plans Administrator, representing the Plan Sponsor in all communications with Prudential.
11. Serve as the HR rep member of the Utah County Risk Management Committee.
12. Design and execute key programmatic elements in the OD process.
13. Evaluate the strategies and programs to measure the achievement of established goals.
14. Provide consultation services to the business units regarding mentoring, coaching, and employee management.
15. Prepare budgetary recommendations that meet department goals and provide for effective management of resources.
16. Propose training and development programs and objectives.
17. Obtain and/or develop effective training materials utilizing a variety of sources.
18. Manage the individual development planning process for emerging leaders.
19. Provide professional expertise and oversee the design, development, and implementation of a talent review process that is required to achieve business goals and result in an internal pipeline of top talent.
20. Oversee the County Drug Testing Program to ensure compliance with county, state, and federal guidelines.
21. Oversee the annual PM program and assist in the development and implementation of programs that focus on enabling the workforce to achieve improvements with priority organizational concerns.
22. Oversee a successful affirmative action program for departments who hold government contracts that subject them to regulations of the Office of Federal Compliance Programs and the Equal Employment Opportunity Commission.
23. Oversee the development, initiation, and maintenance of effective programs for workforce retention, promotion, and succession planning.
24. Develop, promote, and implement a training program that brings County employees in line with required competencies. Conduct presentations and training as needed.
25. Oversee the execution of the performance management system, including current job descriptions, standards of performance, and performance evaluation instruments.
26. Foster an environment of equal employment opportunity, diversity, and competitive advantage in support of the County's diversity and inclusion strategic plan.
27. Ensure that County-wide talent management and PM initiatives are focused and aligned on improving operational and program efficiencies and effectiveness.
28. Review current publications and conduct research on human resource laws and issues as assigned. Draft and disseminate policies, rules, and regulations and other documents as assigned.

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29. Represent the County at various meetings and represent the Human Resource Management Office at County Commission meetings as assigned or in the absence of the director.
30. Assist in preparing the department budget and making maintenance and purchasing decisions for equipment, tools, and supplies within the department.
31. Make recommendations for modification to programs as needed.
32. Exemplify the desired culture and philosophy of the organization.
33. Work effectively as a team member with the other members of management and the HR staff.

### **Competencies**

1. HR Expertise
2. Communication
3. Relationship Management
4. Critical Evaluation
5. Consultation
6. Business Acumen
7. Global & Cultural Awareness
8. Leadership & Navigation
9. Ethical Practice
10. Decisive Decision Making
11. Maintain Confidentiality

### **Knowledge, Skills, and Abilities**

1. Knowledge of current human resource laws
2. Knowledge of compensation practices
3. Knowledge of federal and state insurance requirements and limitations
4. Skilled in Microsoft Office Suite
5. Skilled in advanced reading, writing, and math
6. Skilled in advanced document composition
7. Ability to make decisions free from personal bias
8. Ability to maintain confidentiality
9. Ability to maintain cooperative working relationships with others in the workplace and the public
10. Ability to conduct group training
11. Ability to maintain files, records, and reports
12. Ability to multitask, prioritize tasks, and meet deadlines
13. Ability to work under pressure

### **Supervisory Responsibility**

This position has supervisory responsibility for one direct report and will serve as a coach and mentor for them and for other positions in the department. This position has oversight of the department of 10 employees.

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**Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk; hear; stand; walk; sit; use manual dexterity to handle or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell; and reach with hands and arms. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required the by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is required to type, file or lift office supplies up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Position Type/ Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:30 a.m. to 3:30 p.m., Monday through Friday, and must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**Required Education and Experience**

1. Master of Public Administration or Master of Business Administration.
2. 6+ years of broad HR experience including recruiting, talent management, and/or performance management.
3. Experience recruiting in multiple discipline areas and levels including hiring nonexempt, exempt, and leadership positions.

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**Preferred Education and Experience**

1. Doctor of Jurisprudence and/or Ph.D in organizational development/ organizational behavior or related field.
2. 8+ years of progressive management experience.
3. Senior Professional in Human Resource Certification (SPHR), SHRM-Senior Certified Professional (SHRM-SCP).

**Training and Development**

1. Annual sexual harassment training

**Additional Eligibility Qualifications**

Current HR certification (see above) or ability to obtain certification within one year of employment.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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