



Human Resources Director

Job Description

Department: Human Resources Management
Position: Appointed
Salary Grade: 71, Table 14
Supervisory: Yes
Reports to: Commissioners

Summary

The human resource director is directly responsible for the overall administration, coordination, and evaluation of the human resource department. This position is responsible to manage and assess the organizational needs and to design, implement, and evaluate programs that facilitate the professional development and continuous learning of the team members, particularly emerging leaders. This position provides strategic direction to the department with respect to compensation, benefits, human resource information systems, employee relations, and compliance with county, federal, and state laws. This position serves as a coach, mentor, and leader to the human resource management team. The human resources director is responsible for directing all the employee-related functions of the organization in accordance with the policies and practices of Utah County Government, the ethical and social consciences of business and society, and the laws, regulations, and administrative rulings of governmental organizations and other regulatory and advisory authorities and organizations. The position will also be responsible for the strategic human resource planning to provide the organization with the best people talent available as the employer of choice by being aware of policies, practices, and trends within the industry.

Essential Functions

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

1. Supervise, develop, coordinate, and direct human resource (HR) activities including, but not limited to: recruiting, training, compensation, benefits, employee relations, position classification, performance evaluation, worker's compensation, and performance management functions.
2. Oversee department staffing plan decisions including hiring, training, performance evaluations, scheduling workloads, and retention of assigned incumbents.
3. Exercise leadership in the development of expertise in human resource administration within County departments, agencies, and offices and makes available the facilities of the office of human resource management to this end.
4. Chair of the Utah County Retirement Investment and Benefits Committee.
5. Member of the Utah County Accident Review Board. (Reviewing Automobile Accidents).

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Class Code: 1091
Class Title: Human Resource Director
FLSA: Exempt
Effective Date: Pending
Public Safety: No

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

6. Serve as the Retirement Plans Administrator, representing the Plan Sponsor in all communications with Prudential.
7. Annually review and make recommendations to Commissioners for improvement of the organization's policies, procedures, and practices on personnel matters. Participate in the development of the organization's plans and programs as a strategic partner. Translate the strategic and tactical business plans into HR strategic and operational plans.
8. Maintain knowledge of industry trends and employment legislation and ensure organization's compliance.
9. Continually assess the competitiveness of all programs and practices against the relevant comparable companies, industries, and markets.
10. Maintain responsibility for organization compliance with federal, state, and local legislation pertaining to all human resource matters.
11. Ensure compliance with relevant Federal, State, and County Rules and Regulations including updating the County's Human Resource Rules and Regulations manual to reflect such and maintain conformance with the Personnel Management Act.
12. Review current publications and conduct research of personnel laws and issues.
13. Communicate changes in the organization's HR policies and procedures and ensure that proper compliance is followed. Enhance, develop, implement, and enforce HR policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization. Continue to improve the programs, policies, practices, and processes associated with meeting the strategic and operational people issues of the organization.
14. Oversee the annual review, preparation, and administration of the organization's wage and salary program. Develop progressive and proactive compensation and benefits program to provide motivation, incentives and rewards for effective performance.
15. Lead competitive market research to establish pay practices that help recruit and retain superior staff. Design and administer a County Pay Plan that includes salaries, wages, incentives, bonuses, leave, insurance, retirement, and other benefits.
16. Negotiate contracts with various benefit providers; determine most effective benefit program; make recommendations to the benefits committee and County legislative body. Supervise the administration of the plan.
17. Consult with legal counsel as appropriate, or as directed, on HR matters. Provide technical advice and knowledge to others within the human resource discipline.
18. Work directly with department managers to assist them in carrying out their responsibilities on HR matters.
19. Establish credibility throughout the organization to be an effective listener and problem solver of people issues.
20. Advise the County Commission and Department Heads managing human capital and make recommendations regarding human resource matters.

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21. Recommend, evaluate, and participate in staff development for the organization. Plan, develop, organize, implement, direct, and evaluate the organization's human resource function and performance.
22. Evaluate the HR division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as for providing individuals with professional and personal growth opportunities.
23. Research, implement, and train County employees on how to use the human resource information system (HRIS) to meet the organization's human resource information needs.
24. Establish and maintain 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. Design and administer an employee information program to ensure employees are notified of updated personnel policies, procedures, rules, and regulations.
25. Supervise the staff of the human resource department.
26. Develop and implement programs for the improvement of employee effectiveness such as training, safety, health, counseling, and welfare.
27. Represent the County at various meetings and represents the Office of Human Resources at County Commission meetings.
28. Advise, consult and serve as a member of the management team in the development and execution of short-term and long-range plans and budgets based on county goals, strategic planning, and growth objectives. Prepare and monitor department budget.
29. Manage the budget and other financial measures of the HR department. Make maintenance and purchasing decisions for equipment, tools, and supplies within the department. Compile, maintain, and review all reports, daily work records, time cards, payroll information, work specifications, and appropriate human resource documentation within the department.
30. Evaluate and analyze the results of the programs and services regularly and systematically; report these results to the Commissioners in addition to other management reporting such as benefits loss and claims control, sales, budgets, special projects, etc.
31. Review and analyze the benefits market to determine employee needs, trends, regulations, practices, and develop competitive programs and services to meet company goals.
32. Establish and maintain long-term networking relationships and centers of influence through active involvement and participation in business, social, community, and political areas, boards or activities.
33. Supervise and correlate department activities with other County departments, volunteer groups and outside agencies. Participate on committees and special projects and seeks additional responsibilities.
34. Make plan modification of existing benefits programs.
35. Monitor employee grievance process and provides advice on grievance procedures.
36. Make recommendations for modification to programs, as needed.
37. Exemplify the desired culture and philosophy of the organization.
38. Work effectively as a team member with the other members of management and the HR staff.

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Competencies

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

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 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
12. Ability to work under pressure

Supervisory Responsibility

This position has four direct reports and oversees the management of all employees of the HR department and is responsible for the performance management and hiring of the employees within that department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, and smartphone. Work requires incumbent to occasionally give negative information to department heads, County employees, and the public. Work exposes the incumbent to high-stress situations including contact with the public, employees, and others in confrontational, emotionally charged, or uncomfortable circumstances.

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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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear; and taste and smell. 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.

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. 8+ years of broad HR experience including recruiting, talent management, and/or performance management.
3. Recent experience recruiting in multiple discipline areas and levels including hiring nonexempt, exempt, and leadership positions.

Preferred Education and Experience

1. Doctor of Jurisprudence, Ph.D in organizational development/ organizational behavior or related field.
2. 10+ years of progressive management experience.
3. Senior Professional in Human Resource Certification (SPHR) or SHRM-Senior Certified Professional (SHRM-SCP).

Additional Eligibility Qualifications

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

AAP/EEO Statement

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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.

Utah County Government is a drug-free workplace.

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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