



Human Resources Specialist

Job Description

Department: Human Resources Management
Position: Career Service
Grade: 507
Supervisory: No
Reports to: Compensation Manager

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.

Essential Functions

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

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.

For Office Use Only

Job Code: 3284
Job Title: Human Resources Specialist
FLSA: Non-exempt
Effective Date: 11/11/2021
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

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.

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
12. Complex Statistical Analysis

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
12. Ability to work under pressure

For Office Use Only

Job Code: 3284

Job Title: Human Resources Specialist

FLSA: Non-exempt

Effective Date: 11/11/2021

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

13. Ability to complete work with strong attention to detail

Supervisory Responsibility

This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, and smartphone, ten key, photocopiers, shredders and filing cabinets. The noise level in the work environment is usually moderate.

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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 20 pounds.

Position Type/ Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:00 a.m. to 4:00 p.m., Monday through Friday, and must work 40 hours each week 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

Minimal travel required, if any.

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).

Additional Eligibility Qualifications

1. Selected applicants may be subject to, and must pass, a background check.

For Office Use Only

Job Code: 3284
Job Title: Human Resources Specialist
FLSA: Non-exempt
Effective Date: 11/11/2021
Public Safety: No

Worker’s Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

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, gender 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 with or without notice.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 3284
Job Title: Human Resources Specialist
FLSA: Non-exempt
Effective Date: 11/11/2021
Public Safety: No

Worker’s Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor