



# Associate Director – Human Resources

## Job Description

Department: Human Resource Management  
Position: Career Service  
Grade: 518  
Supervisory: Yes  
Reports to: Director – Human Resources

### Summary

Under general guidance and supervision of the Director – Human Resources, manages and supports Human Resource (HR) processes and strategy at the organizational level. Leads specific HR functional areas such as talent management, payroll, and learning and development. Supports County supervisory roles as a business partner, providing performance management advice and conducting investigations. Leads risk and safety initiatives. Incumbents in this position must possess an expert level of employment law knowledge.

### Essential Functions

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

1. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
2. Identify, evaluate, and resolve personnel concerns.
3. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
4. Evaluate performance and conduct performance appraisals.
5. Compile, maintain, and review all reports, daily work records, timecards, payroll information, work specifications, and appropriate personnel documentation for assigned employees.
6. Direct work of HR functional areas as assigned by director.
7. Lead the design, development, and implementation of programs, policies, and strategies tailored to meet the organizational and learning development needs of employees and supervisors, fully utilizing the learning management system (LMS).
8. Function as a back up to direct, manage, coach, and provide guidance to all functional HR areas in the absence of the Director – Human Resources.
9. Conduct employee investigations and follow-up with grievances; recommend courses of action and facilitate employee-employer resolutions.
10. Research, investigate, and resolve alleged harassment and discrimination claims in compliance with County policy and procedures and federal and state law.

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Job Title: Associate Director – Human Resources  
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Effective Date: 6/22/2021  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: III  
Safety Sensitive: No  
DOT: No  
ML: Assistant Department Head

11. Participate in organizational strategic planning; provide leadership for performance management (PM) and organizational development (OD) policy development.
12. Serve as a back-up Chair of the Utah County Retirement Investment and Benefits Committee.
13. Serve as a member of the Utah County Accident Review Board and as a member of the Utah County Risk Management Committee.
14. Function as the Retirement Plans Administrator, representing the Plan Sponsor in communications with plan recordkeeper and plan advisor.
15. Consult as a business partner with County department heads regarding mentoring, coaching, and employee relations and management.
16. Prepare budgetary recommendations that align with department goals and provide for effective management of resources.
17. Investigate, analyze, and recommend action in complex employee relations cases.
18. Oversee the execution of the performance management system, including standards of performance and performance evaluation instruments.
19. Foster an environment of equal employment opportunity, diversity, and competitive advantage in support of the County's diversity and inclusion initiatives.
20. Review current publications and conduct research on human resource laws and issues, as assigned.
21. Draft and maintain policies, rules, regulations, and other documents, as assigned.
22. Coordinate GRAMA requests submitted to HR; review requests and determine appropriate team for completion; assign and follow up with legal department as needed
23. Represent the County at various meetings and represent the Office of Human Resource Management at County Commission meetings as assigned or in the absence of the Director – Human Resources.
24. Exemplify the desired culture and philosophy of the organization.
25. Work effectively as a team member with the other members of management and the HR staff.
26. Perform other duties as assigned by the Director – Human Resources.

### **Competencies**

1. Human Resources 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

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

- Advanced knowledge of current federal and state employment laws
- Knowledge of performance management practices
- Knowledge of total compensation concepts
- Knowledge of current laws affecting payroll processing
- Knowledge of Workday HRIS
- Knowledge of federal and state insurance requirements and limitations
- Skilled in Microsoft Office Suite
- Skilled in advanced reading, writing, and math
- Skilled in advanced document composition
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to communicate effectively verbally and in writing
- Ability to conduct group training
- Ability to maintain files, records, and reports
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to work effectively under pressure
- Ability to work effectively in a team

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work requires incumbent to occasionally give negative information to County employees and the public. Work may expose the incumbent to high-stress situations including contact with the public, employees, and others in confrontational, emotionally charged, or uncomfortable circumstances.

### **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 manual dexterity to handle, feel, or operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. Specific vision abilities required by this job include close

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vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

#### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. Expected work hours are 8 am to 5 pm. There may be availability to work out a flex schedule that works for both the County and the employee, with advanced approval. 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, up to five (5) percent.

#### **Required Education and Experience**

1. Master of Public Administration, Business Administration, Human Resources, or a related field.
2. Six (6) or more years of broad HR experience including talent management, payroll, business partner, learning and development, and/or performance management.

#### **Preferred Education and Experience**

1. Preference may be given to applicants with eight (8) or more years of progressive management experience.
2. Preference may be given to applicants who possess Senior Professional in Human Resource Certification (SPHR) or SHRM-Senior Certified Professional (SHRM-SCP).

#### **Additional Eligibility Qualifications**

1. Applicants must possess current HR certification (see above) or have the ability to obtain certification within one (1) year of employment.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

#### **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.

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**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.

Utah County Government is a drug-free workplace.

**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 \_\_\_\_\_

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