

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSISTANT DIRECTOR - OFFICE OF PERSONNEL MANAGEMENT
CLASS CODE: 2233

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 05/13/2008
DEPARTMENT: PERSONNEL

JOB SUMMARY

Under general guidance and direction of the Personnel Director, performs managerial and professional administrative work. Assists the Personnel Director in managing and overseeing all duties and functions of the Office of Personnel Management as mandated by state law and Utah County Personnel Rules and Regulations.

ESSENTIAL FUNCTIONS

Assists in supervising, developing, coordinating, and directing personnel activities including, but not limited to, recruiting, selection, training, compensation, benefits, payroll, employee relations, position classification, performance evaluation, workers compensation, and performance management functions.

Supervises, plans, and coordinates the work of assigned personnel; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Advises supervisors and department heads on the use of human resources and makes recommendations regarding personnel matters.

Consults with employees on personnel matters and grievances and investigates complaints and other matters as assigned.

Assists in designing and administering a County pay plan that includes salaries, wages, incentives, bonuses, leave, insurance, retirement, and other benefits and in designing and administering the County classification plan and grade allocation system.

Participates in negotiating contracts with various benefit providers; helps determine most effective benefit program; may supervise the administration of the plans.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the department.

Exercises leadership in helping to manage the administration of the Personnel Department including supervising employees and overseeing the activities of assigned Personnel functions.

Develops and implements programs for the improvement of employee effectiveness such as training, safety, health, counseling, and welfare as assigned.

Helps design and administer an employee information program to ensure employees are notified of updated personnel policies, procedures, rules, and regulations.

Reviews current publications and conducts research on personnel laws and issues as assigned. Drafts and disseminates Personnel Policies, Rules and Regulations and other documents as assigned.

Represents the County at various meetings and represents the Personnel Office at County Commission meetings as assigned or in the absence of director.

Assists in preparing the department budget and making maintenance and purchasing decisions for equipment, tools, and supplies within the department.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Knowledge of County's personnel policies and procedures; Skill with various computer applications including word processing, spreadsheets, and databases; Skill in analytical problem solving; Knowledge of laws affecting personnel administration; Knowledge of organization and functions of County government; Ability to conduct group training; Ability to explain County policies and procedures; Knowledge of compensation practices; Knowledge of federal and state insurance requirements and limitations; Skill in reading, writing, and math; Knowledge of modern office practices and procedures; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Skill in document composition; Ability to coordinate multiple tasks efficiently; and Ability to work under pressure.

PHYSICAL DEMANDS

Typically sits at a desk or table; Occasionally walks, stands, or stoops; Occasionally lifts or otherwise moves objects weighing up to 30 pounds; Uses tools or equipment requiring a high degree of dexterity; Occasionally drives a motor vehicle; and Works for sustained periods of time maintaining concentrated attention to detail.

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; and Incumbent must often give negative information to department heads, County employees, and the public.

EDUCATION AND EXPERIENCE

Bachelor Degree in Public Administration, Personnel Administration, Business Administration, or a related field and six (6) years performing personnel management and administrative activities. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with SPHR or IPMA certification and/or supervisory experience. Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent must possess a current 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.