



## Salt Lake County Job Description

### Associate Division Director – Human Resources

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**DEPARTMENT:** Administrative Services

**JOB CODE:** 054 **GRADE:** 019

**SALARY PLAN:** GEN

**SAFETY SENSITIVE:** No

**DIVISION:** Human Resources/6150

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** 08/05/2015

#### **JOB SUMMARY**

Provides leadership and direction in the area of Human Resources throughout the county. Plans, directs, oversees and evaluates programs and services under the employees' university, recruitment, compensation, classification, and business solutions. Works with the director to align the division's objectives and strategies with the Human Resource objectives and strategies of the county.

#### **MINIMUM QUALIFICATIONS**

Master's degree from an accredited college or university in Public Administration, Business Administration, Human Resources or other closely related field, plus four (4) years of related experience, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education and experience may not be substituted for the required two (2) years of supervisory experience.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Manages the day-to-day operations of the division.
- Establishes division goals and objectives that are consistent with the overall goals of the department.
- Serves as a customer liaison between Human Resources and all customer organizations.
- Assists in preparation and monitoring of the division's annual budget.
- Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
- Evaluates assigned programs and reviews policies, procedures and methods used to provide effective use of resources and achievement of goals; formulates, recommends and/or implements actions for program improvement.
- Leads implementation efforts for engagement initiatives and succession plan activities.
- Provides compensation support/counsel, deferring to the compensation team when appropriate.

- Represents the division at public and professional meetings; serves as the county's liaison to governmental agencies, organizations, and civic groups as assigned; and makes presentations before county officials, Boards/Committees, and outside organizations.
- Works with the University's Board of Trustees, learning councils for the various schools of learning, and other county groups to work collaboratively in designing learning solutions that are directly aligned with the organization's business needs.
- Builds and leads an innovative learning and development team that provides relevant solution-oriented programs.
- Develops innovative, experiential professional development programs that will equip employees with the knowledge and skills needed to effectively manage and engage in achieving sustainable outcomes.
- Leverages organization-wide learning or knowledge development and maintains relationships with executive leadership.
- Monitors external best practices, research current approaches and develop a network of external resources to support the county's learning and development.
- Assigns and reviews the work of the class & compensation manager, human resources analysts, human resources specialists, and other staff as assigned.
- Oversees the implementation of new communication strategies designed to improve customer service.
- Responsible for countywide communication for both Human Resources and Employees' University announcements.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Effective supervisory principles and practices
- Budget preparation and monitoring
- Program, policy and procedure development and implementation
- Effective training methods and techniques
- Business solutions principles and practices
- Equal employment opportunity laws and fair employment practices
- County Personnel Management Act
- Human Resources theory and practice of compensation, classification, recruitment and selection
- Data analysis
- Report writing methods and techniques
- Presentation methods using PowerPoint, overhead projector, electronic equipment, etc.

#### **Skills and Abilities to:**

- Operate a personal computer using Word, Excel and Power Point
- Read, interpret and apply laws, rules, regulations, policies and procedure.
- Assign and review work and delegate as appropriate

- Conduct employee evaluations
- Coach and mentor employees
- Take appropriate disciplinary and corrective actions
- Communicate effectively both verbally and in writing
- Resolve conflicts and problem solve in a professional and business-like manner
- Establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds
- Analyze statistical data and come to sound conclusions
- Communicate the county's position in relation to assigned projects
- Conduct research and prepare a variety of specialized reports for use by high level policy makers
- Apply various laws and policies to specific situations

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a general office setting.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Incumbent should possess a Human Resources certification such as PHR, SPHR, CCP etc.

Revised Date/Consultant's Initials: 1/6/2017, DW