



Salt Lake County Job Description

Associate Division Director – Human Resources

DEPARTMENT: Administrative Services

DIVISION: Human Resources/6150

JOB CODE: 054 **GRADE:** 019

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 08/05/2015

SAFETY SENSITIVE: No

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.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Assists with monitoring and managing the division's budget.
- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.

- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Manages the day-to-day operations of the division.
- Serves as a customer liaison between Human Resources and all customer organizations.
- 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:

- Program management
- Staff development
- Organizational development
- Effective supervisory principles and practices
- Budget preparation and monitoring
- Strategic planning

- Project development
- Mentoring and coaching
- 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:

- Manage the financial aspects of the division
- Supervise effectively
- Act independently
- Operate a personal computer using Word, Excel and Power Point
- Develop, interpret, and administer policies and procedures
- Assign and review work and delegate as appropriate
- 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