

South Jordan City

Job Description

Title: Human Resource Director **Effective Date:** 2/1/16
Org: 100330 **FLSA:** Exempt/Executive
Pay Grade: 27 **Workers Comp:** Clerical

GENERAL PURPOSE

Support and implement vision and direction as well as manage the day to day operations given for the Human Resources division in accordance with the City's Mission and Service Values.

SUPERVISOR

Chief of Staff

POSITION(S) SUPERVISED

Human Resource Generalist
Payroll Coordinator

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Provide division leadership by supporting and implementing vision, goals, and objectives for each division and establish measurable outcomes provided from the director.

Manage and supervise day to day operations of the Human Resources division and oversee additional assigned division supervisors.

Establish, monitor, and maintain assigned division budgets to accomplish goals and objectives.

Oversee all services and mechanisms provided by the human resources division related to compensation, classification, recruitment, benefits administration, performance evaluation, training, succession planning and other applicable human resource services.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Investigate complaints of harassment, discrimination, and other employment related issues and provide recommendations to the department director.

Ensure compliance with applicable equal employment laws, ADA, FMLA, FLSA, etc. and remain current with employment laws or changes.

Ensure timely communication with senior management, department staff, other divisions, and employees at large. Consult and provide support to City departments in managing employee relations issues.

Conduct research and provide recommendation of employee classification and compensation plans. Coordinate the development and implementation of employee benefits.

Oversee general human resource studies, audits, annual reports, and projects within the Human Resource division as needed. Such studies, projects, or reports may include but are not limited to policy review and development, employee retention, database utilization, EEO plan, EEO-4 report, and salary surveys.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree in business, human resource management, business, finance, public administration or related area;

AND

B. Four (4) years of professional experience working in human resources in the public sector, with at least two (2) years of supervisory experience preferred;

2. Special Qualifications:

PHR or SPHR Certification preferred

Valid Utah Class D Drivers License

3. Knowledge, Skills and Abilities:

Knowledge of human resource management principals, methods, and techniques, and ability to apply these in a quality orientated environment.

Knowledge of public sector human resource management laws and regulations.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, and regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking.

Subject to extended exposure to computer visual display terminals.

Considerable exposure to stressful situations as a result of human behavior and deadlines.

May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt	EEO-4 Class:	Official/Adm
Location:	Human Resources	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	