



Grand County

Job Description

Title:	Personnel Services Assistant Director	Code: 3115
Division:	Administration	Effective Date: 1/2025
Department:	Personnel Services	Last Revised: 12/2024

GENERAL PURPOSE

Performs a variety of complex professional and technical duties to assist the Personnel Services Director in the planning, organizing, directing and coordination of the human resource system of Grand County, including classification, compensation, recruitment, selection, employee relations, benefits, training, performance evaluation, and risk management.

SUPERVISION RECEIVED

Works under the general supervision of the County Personnel Services Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Assists the Personnel Services Director with administrative and clerical duties necessary to carry out all of the county Human Resource Management functions; oversees personnel file management; assures completeness and confidentiality of HR records.

Oversees in the county-wide recruitment and selection processes; At the direction of County Leadership conducts formal recruitments for vacant and created positions; monitors and verifies appointments are made in accordance with established policies and procedures; conducts background investigations.

Documents content/attendees of mandatory training sessions; assists in providing, creating, and presenting training and staff support to supervisors for various departments upon request or as needed to implement system-wide personnel policy and management actions; administers and monitors drug testing. Acts as Grand County Designated Employee Representative.

Helps to administer the county grievance process; assists with the proactive employee relations program; helps to coordinate the appeals and grievance hearing processes and procedures; assures timely processing of grievances and various review levels; coordinates hearing times and locations.

Oversees with record keeping functions related to insurance coverage, pension plan, and human resource transactions such as hires, promotions, transfers, performance reviews, and terminations; helps with employee separation notices and related documentation; assists with reports and recommends procedures to reduce absenteeism and turnover.

Assists with county efforts to maintain a drug-free workplace; promotes drug free lifestyles to assure employee, co-worker and general public safety; conduct employment pre-offer and post-offer drug screenings; assists with random drug testing of workforce to assure compliance with ordinance and various state and federal regulations.

Assists with county risk management and workers compensation programs in conjunction with the Risk Manager Acts as Grand County Insurance Coordinator and performs duties associated with the County's property/liability and workers compensation carriers including claim reporting and recordkeeping of covered County property and collaboration with the County Attorney's Office regarding liability claims.

Assists with the bi-weekly payroll for all County employees covered by various policies and agreements ensuring that payroll records are developed and payroll is administered within legal mandates; serves as the back –up for the Payroll Coordinator and Personnel Services Director regarding payroll checks and processing.

Assists with the completion of various surveys and reports as required by state and federal agencies in monitoring employment practices and procedures.

Assists with Grand County Safety programs and requirements of the Utah Government's Trust programs. Performs duties related to OSHA record keeping.

Assists with planning and implementing Grand County benefits program; distributes information to employees regarding benefits programs such as health insurance, pension plans, paid time off, and special employer activities. Assists with Benefit Administration planning and implementation.

Assists with organizational compensation programs and systems; conducts internal and external studies to assure pay equity and market competitiveness; reviews employee evaluations per organizational policies based on Grand County merit system

With direction from the Personnel Services Director, assists with budget development and management

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Graduation from college with a Bachelor's degree in human resource administration, public administration or a related field;

AND

 - B. Four (4) years of directly related experience.

OR

 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of modern office practices and procedures; human resources theories, methods, and practices including the related legal environment and applicable laws such as FLSA, FMLA, ADA, ADEA, etc.; employee classifications, benefits, retirement, compensation laws, learning and development, employee onboarding,, grammar, punctuation, English, etc.; the operation of personal computer and various software applications for word processing, spread sheets, data base management and desk top publications.

Skill in reading, writing, and basic math; computer programs, including Microsoft Word, Excel, Power Point, Adobe Acrobat Professional or similar, Microsoft Publisher and Internet use; document composition.

Ability to perform secretarial, stenographic and machine dictation involving human resources terminology and format; maintain filing and record keeping system; work with the public and develop effective working relationships; communicate effectively, verbally and in writing; operate a calculator, copy machine, Dictaphone, personal computer, and other types of standard office equipment.

3. Special Qualifications:

Human Resource and relevant certifications encouraged
Must be able to pass a background check.
Must become a Notary Public in one year.
Must be able to occasionally attend night meetings.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)