

South Jordan City

Job Description

Title: Associate Director of Human Resources
Org: 100330
Pay Grade: GS22

Effective Date: 3/6/2025
FLSA: Exempt/Professional
Workers Comp: Clerical

GENERAL PURPOSE

Perform a variety of managerial, administrative and operational duties related to professional human resource services, which may include employee relations, paid leave administration, performance reviews, classification/compensation plans, and recruitment/selection. Maintain human resource information records system, to include but not limited to performance evaluation and employee leave monitoring and use.

SUPERVISOR

Director of Human Resources

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. Some, 40% or less of the essential job duties may be performed regularly from a remote location upon authorization.

Perform as an effective team member contributing to a solutions-oriented and customer focused organization.

Consult with assigned departments on employee performance, discipline, and recognition to ensure consistency and City policy adherence.

Administer paid/unpaid leave, transitional duty, and return to work process to ensure compliance with federal regulations and city policies.

Administer processes related to federal and state laws and city policies including FMLA and ADA.

Oversee the monthly review and development of the division's internet page and the city's employee intranet. Provide recommendations for continual improvement of city communications.

Work closely with the Director of Human Resources in coordinating, developing and presenting human resource related training programs to management and employees. Responsible for creating training records for employees and of annual training offerings to employees. Serve as administrator of Target Solutions database to offer regular trainings online.

Serve as the primary administrator of the performance evaluation process and system.

Coordinate and develop employee health and wellness programs while managing budget assigned to program; ensure all programs are equally accessible to all employees.

Assist in conducting human resource policy and program research and development projects, including developing research format, collecting data, formulating results, and regularly creates reports regarding employee benefits, personnel changes, and other human resource activities;

Work closely with Director of Human Resources to make employee handbook updates/recommendations and assist in the implementation and application of new and existing personnel policy.

Compile and analyze data necessary to prepare and present reports related to Human Resources tasks.

Prepare and present compensation and policy recommendations to the Staffing Committee as assigned.

Investigate complaints of harassment, discrimination, and other employment related issues and provide final facts, findings, and recommendations.

Provide regular support to the Police Department for ongoing recruitment activities.

Conduct job analysis to create, maintain, and update job descriptions and class specifications.

Assist in completion of annual reports required by the Human Resources Division.

Attend human resource related seminars and conferences, and reads industry journals and magazines to stay current on trends and legal requirements; may maintain active memberships in national and local Human Resource professional associations.

May be assigned to special projects and programs within the city as needed.

Take action during Director's absence and uses initiative and judgment to see that human resource matters requiring immediate attention are handled in a manner to minimize the effect of the Director's absence; attends Operations Staff meeting in the absence of the Director.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from a regionally accredited college in business, human resource management, business, finance, public administration or related area;

AND

B. Four years of professional experience working in human resources, preferably in the public sector

2. Special Qualifications:

PHR, SPHR, or equivalent Certification preferred

Valid Utah Class D Driver License

Master's Degree from a regionally accredited college in business, human resource management, business, finance, public administration or related area preferred

Experience in the public sector preferred

3. Knowledge, Skills and Abilities:

Extensive knowledge of the practices and principles of local government human resource administration and management/supervisory techniques; laws affecting personnel administration.

Thorough knowledge of city organization and functions; wage and salary administration; public relations; current ADA, EEO, FMLA, FLSA, and ACA rules and regulations; position classification;

job analysis; and merit systems.

Knowledge of research methods and policy formulation; knowledge of insurance benefits, public pay administration, position classification, and salary surveying; knowledge of personnel selection, validation, performance appraisal, and affirmative action; knowledge of merit principles and systems

Knowledge of human resources 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 operate a personal computer and Microsoft products, including word processing, spreadsheets, presentation software, and document imaging software.

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

Skill in creating reports as needed and analyzing the information gained to recommend improvements.

Skills 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. Apply general problem solving and analytical principals to effectively deal with various situations; prioritizes tasks; work well under pressure and impending deadlines; relate well to a variety of persons under varying circumstances, ability to analyze a situation and make sound recommendations and presentations.

Resistance to stress. Ability to maintain composure and communicate effectively under stress; ability to perform effectively under competing and/or conflicting demands on time and self; skill and tact in dealing with others. Ability to work with minimal supervision and take initiative in pursuing departmental responsibilities. Ability to perform complex research work. Ability to formulate and write personnel policy.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights up to 20 pounds. Intermittent sitting, standing, stooping, bending, lifting, and walking. Employee frequently communicates with others.

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:	AD of HR	EEO-4 Class:	Professional
Location:	Human Resources	EEOP Class:	Professional
Group/BU:	General Pay Plan	Tech-Net Match:	180