



CLASS SPECIFICATION

Class Title: Deputy Director, Human Resources
Department: Human Resources
FLSA: Exempt

Class Code: 823
Eff. Date: 12/19/14
Grade: 32
Revised: 10/27/20

GENERAL PURPOSE

Under general guidance of the Human Resources Director, performs managerial and professional administrative duties. Assists the Human Resources Director in planning, managing, and overseeing duties and functions of the Human Resources Office.

EXAMPLE OF DUTIES

Performs the duties of the Human Resources Director in his/her absence. Exercises leadership in helping manage the administration of the Human Resources (HR) Office including supervising employees and overseeing the activities of assigned HR functions. Represents the County at various meetings, and represents the Human Resources Office at meetings as assigned or in the absence of the Human Resources Director.

Assists in supervising, developing, coordinating and directing various HR activities and programs including, but not limited to: recruitment, selection, training, compensation, position classification, employee relations, equal employment opportunity, payroll, benefits, performance evaluation, performance management, employee records management and other related functions. Responsibilities may include any combination of the following:

Supervises the work of staff; hires and trains employees; assigns and monitors work; approves leave requests; evaluates performance in compliance with County policies, procedures and practices.

Assists in administering the County compensation plan that includes salaries, performance pay, leave, insurance, retirement, and other benefits; assists in administering the County classification plan and grade allocation system.

Advises and assists Administrative Officers on annual budget requests regarding staffing needs; prepares and presents recommendations to budget committee.

Advises Administrative Officers and supervisors on personnel matters, and makes recommendations regarding policies, procedures, performance, and discipline. Consults with employees on personnel matters, grievances, and other complaints.

Makes recommendations, drafts, reviews, and updates County policies and procedures to ensure compliance with employment laws and other components of human resources administration related to fair employment practices; interprets and enforces County policies and procedures.

Receives, screens, and defines complaints of employment discrimination; conducts administrative investigations; examines facts in evaluating information and documentation from a variety of sources. Prepares reports of investigation findings and conclusions.



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Supervises the recruitment of merit and non-merit positions including development of merit hiring registers, screening applications, and rating experience and education qualifications according to class specifications; determines selection procedures; trains employees and selection board members on correct procedures and appropriate federal and state laws.

Conducts salary survey and recommends and helps determine pay ranges within classifications; documents and justifies classification recommendations; reviews recommended salary actions for compliance with management policies and procedures; ensures salary recommendations are properly justified.

Supervises and/or performs job analysis on new and existing positions; reviews class specifications; applies sound classification principles to ensure all new positions are classified accurately; supervises and conducts job audits and field investigations to maintain an equitable system for administering salary increases, promotions, and advancements among employees.

Utilizes department software applications, and makes recommendations for maintaining computerized systems to monitor personnel/payroll database, salary survey results, training programs, and other information as assigned.

Trains and advises employees in the proper use of the Performance Appraisal Plan, harassment prevention, ADA and other legal and personnel issues as assigned; provides information to employees and the public regarding the Davis County Policies and Procedures and the Davis County Merit System Ordinance.

Responds to questions from the public relating to employment with the County; answers questions pertaining to minimum qualifications, testing methods and procedures, compensation and benefit.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in human resources management, business management, public administration, or a closely related field, plus five (5) years of full-time experience performing human resources management and administrative duties, including at least one year in a supervisory position. An acceptable combination of education and experience may be considered. Preference may be given for related experience in local government.

2. Other Requirements:



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Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of: HR administration; functions and organization of County government; County policies, procedures, and practices; job interviewing techniques; compensation and classification principles and practices; employee relations issues; federal and state employment laws, rules and regulations; HR policies and procedures and the merit system ordinance; salary survey techniques and practices; computerized information systems; technical writing.

Skill in: composing documents; analytical problem solving; operating all applicable computer hardware and software programs and applications including Microsoft Office Excel, Word, and PowerPoint; operating standard office equipment including a multi-line telephone, multi-function copier; reading, writing and performing math computations.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: identify and solve simple and complex problems; work effectively under pressure; present group training; explain County policies and procedures to others; work with detail and maintain a high degree of accuracy; conduct effective personal interviews; coordinate multiple tasks efficiently; work for sustained periods of time maintaining concentrated attention to detail; follow written and oral instructions; establish and maintain effective and cooperative working relationships with staff, employees in other departments, other agencies, and the general public; communicate effectively (verbally and in writing).

WORKING CONDITIONS

1. Light physical effort. Comfortable working conditions in an office environment. Intermittent sitting, standing, and walking.
2. Work for sustained periods of time maintaining concentrated attention to detail.
3. On occasion, work extended hours including evenings and weekends.
4. May require travel between office and meeting locations.
5. Exposure to stress as a result of human behavior and job requirements.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities



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and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date: 10/27/20

Department Approval: Chris Bone

Classification Approval: Jana Bake