



# Director – Human Resources

## Job Description

Department: Human Resources

Position: Appointed

Grade: 737

Supervisory: Supervisor

Reports to: County Commission

### Summary

Under broad policy guidance and direction from the County Commission, oversees and directs all aspects of Utah County's Human Resources (HR) functions, including, but not limited to talent management, learning and development, employee relations, compensation and benefits, compliance, and safety and risk management with all applicable laws and regulations. Works closely with department heads and elected officials to ensure the county's workforce is effective and aligned with the county's mission.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop and implement HR strategies that support the county's goals and objectives.
2. Provide expert leadership and advocacy for the County by advising senior leadership and department heads on all HR matters.
3. Stay informed of and ensure compliance with all federal, state, and local labor laws and regulations, including specific acts such as the Equal Employment Opportunity (EEO) Act and the American with Disabilities Act (ADA).
4. Formulate, recommend, and enforce HR policies and procedures to govern all phases of HR administration and employee relations.
5. Prepare and present reports on HR metrics, trends, and initiatives to county leadership.
6. Prepare and present HR departmental budget requests to the Budget Committee; analyze and control current expenditures.
7. Develop and oversee the County's compensation and classification structure, including pay plans and policies; ensure market competitiveness and internal equity by directing salary surveys and market analysis, and maintaining knowledge of all relevant compensation laws and regulations.
8. Prepare and present annual compensation analyses including trends and benchmarks, to the County Commission.
9. Oversee all HR functions, including recruitment and talent acquisition, and performance management.

### For Office Use Only

Class Code: 1091

Class Title: Director – Human Resources

FLSA: Exempt

Effective Date: 2/12/2026

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Department Head

10. Direct the administration of all employee records, including the establishment and maintenance of a centralized system, to ensure data integrity, confidentiality, and compliance with all applicable privacy laws and retention regulations.
11. Oversee all employee benefits programs to ensure regulatory compliance and cost-effectiveness.
12. Provide strategic leadership and direct supervision to the learning and organizational development function; oversee the development, implementation, and evaluation of all county-wide training, professional development, and talent management programs; ensure close coordination with the Safety and Risk Management Team for compliance and mandatory training alignment.
13. Direct and supervise the Safety and Risk Management function and activities; review and recommend improvements and alternative approaches to risk management issues; oversee the development, implementation and monitoring of county-wide cost-effective risk, accident and loss reduction programs.
14. Exemplify the organization's desired culture and philosophy while working collaboratively with management and HR staff.
15. Foster a positive productive work environment by promoting open communication and fair treatment.
16. Provide direct supervision to the HR Business Partner (HRBP) team, set the strategy for and ensure the effective delivery of strategic HR consultation to County departments; lead the team's efforts in strategic workforce planning; resolve complex employee relations issues and investigations; execute data-informed process improvements, and ensure consistent application of all employment laws and County policies.
17. Oversee and advise Department Heads and County leadership on all complex employee matters, including grievance procedure, disputes, and disciplinary actions; ensure disciplinary actions are fair and legally sound, serving as a key resource for final resolution and partnering with the County Attorney's Office for documentation and review of final disciplinary documents.

#### **Knowledge, Skills, and Abilities**

- Comprehensive knowledge of federal, state, and county laws, regulations, and codes affecting all phases of human resources administration
- Knowledge of public sector HR principles and practices, including classification, total compensation strategy and benefits administration
- Knowledge of employee and labor relations principles, including dispute resolution, grievance procedures, disciplinary action, and effective, legally sound investigation practices
- Knowledge of organizational development, instructional design, and adult learning theory
- Knowledge of risk management principles and safety compliance
- Knowledge of public sector finance and budget preparation
- Knowledge of standard Human Resources Information Systems (HRIS) functionalities and data security best practices

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- Skilled in strategic planning and project management
- Skilled in advanced data analysis, interpretation of HR metrics, and technical reporting
- Skilled in high-level consultation, negotiation, and mediation
- Skilled in executive-level presentation and written communication
- Skilled in conducting impartial, thorough, and legally defensible internal investigations
- Skilled in Microsoft Office Suite
- Ability to provide expert advice and influence senior leaders, Department Heads, and Elected Officials on sensitive and high-stakes HR matters
- Ability to manage, supervise, and mentor professional HR staff
- Ability to exercise impeccable judgment, discretion, and objectivity in interpreting complex regulations and making decisions free from personal bias
- Ability to effectively lead organizational change, build morale, and foster a positive, productive, and fair work culture
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multitask, prioritize strategic initiatives, and meet critical deadlines while working effectively under pressure
- Ability to maintain the highest level of confidentiality and professional integrity
- Ability to maintain cooperative working relationships with others in the workplace and the public

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as laptops, desktops, and smartphones. The incumbent is regularly exposed to employee relations and legal compliance matters. Work requires incumbent to occasionally deliver sensitive information to department heads, county employees, and the public with a high degree of discretion. Work exposes the incumbent to high-stress situations, including confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision and

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ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

#### **Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. Standard work hours are 8:30 am to 5:00 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

#### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

#### **Recommended Education and Experience**

1. Master's degree in Human Resource Management, Public Administration, Business Administration, or a closely related field.
2. Seven (7) years of progressively responsible professional experience in human resources, including two (2) years in a supervisory or leadership capacity.

#### **Preferred Education and Experience**

1. Preference may be given to applicants with a Master's Degree in Public Administration, Business Administration, Human Resource Management, or a closely related field.
2. Preference may be given to applicants with HR service delivery in a state government or local government.
3. Preference may be given to applicants with five (5) or more years of management experience.

#### **Additional Eligibility Qualifications**

1. Applicants must possess and maintain a current HR certification as a Certified Compensation Professional (CCP), Professional in Human Resources (PHR/SPHR), or SHRM-Certified Professional (SHRM-CP/SHRM-SCP), or obtain such certification within one (1) year of employment.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

#### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time with or without notice.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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