



Human Resources Specialist

Job Description

Department: Human Resources
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Compensation Manager

Summary

Under general guidance and direction of the Compensation Manager, provides technical and administrative human resources support in compensation, classification, and payroll.

Essential Functions

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

1. Assist with preparation and balancing of county-wide biweekly payroll; monitor input and recording of employee work hours; perform standard audits to ensure accuracy and compliance with HR policies.
2. Perform new hire outreach to assist employees with completing necessary payroll tasks in HRIS.
3. Process and maintain records and compliance for legal and voluntary employee contributions and deductions; perform reconciliation of data; generate and distribute associate reports.
4. Answer questions related to employee earnings and deductions including state taxes, federal taxes, retirement, and insurance.
5. Reconcile and process purchase orders for payroll liabilities.
6. Perform post payroll activities; send final pay statements to terminated employees; generate and distribute reports; mail documents and payments, as assigned.
7. Calculate salary and benefit projections for grant applications, budget reports, and other projects, as needed; identify salary and benefit cost details according to various position types.
8. Assist with obtaining compensation data for market studies; contact outside agencies to verify data; respond to surveys and requests for information according to information sharing policies.
9. Assist with updating job descriptions; assist with maintaining job classification details in HRIS.
10. Assist with ensuring County compliance with federal, state, and local employment laws and regulations; maintain knowledge of current laws and regulations; recommend changes to policy, processes, or programs.
11. Provide excellent customer service to Utah County employees by responding to employee requests and questions in a timely and professional manner.
12. Perform additional human resources administrative office functions, as needed.

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Effective Date: 11/13/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

13. Exemplify the desired culture and philosophy of the organization.
14. Work effectively as a team member with Human Resources staff.
15. Other duties, as assigned.

Knowledge, Skills, and Abilities

- Knowledge of current human resource laws
- Skilled in Microsoft Office Suite
- Skilled in intermediate reading, writing, and math
- Skilled in conducting research
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to communicate effectively verbally and in writing
- Ability to create and maintain files, records, and reports
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to work effectively under pressure

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose incumbent to high stress situations, including contact with employees and others in 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. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

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Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee, but typical work hours are 8:30 a.m. to 5:00 p.m. 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.

Required Education and Experience

1. Two (2) years of college level coursework in business, human resources, or a related field.
2. Two (2) years of experience working with benefits, recruiting, compensation, payroll, or HRIS systems.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with a bachelor's degree in business, human resources, or a related field.
2. Preference may be given to applicants who possess knowledge of Workday HRIS.
3. Preference may be given to applicants with a relevant HR certification.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. 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, gender status or gender identity.

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.

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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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