

# Office Administrator – Human Resources

## Job Description



Department: Human Resources  
Position: Career Service  
Grade: 722  
Supervisory: No  
Reports to: Director – Human Resources

### Summary

Under the supervision of the Director – Human Resources, provides routine and complex administrative support by performing administrative functions such as financial system data entry, employee tracking, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings and travel. Additional duties may include conducting research, preparing statistical reports, handling information requests, analyzing budgetary data, and interpreting budget guidelines.

### Essential Functions

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

1. Function as liaison with the Auditor Office; coordinate department budget and financial transactions; request new expenditure accounts (budget lines); track fixed assets.
2. Assist in implementing and evaluating financial and budgetary procedures; monitor ongoing needs.
3. Prepare and maintain department accounting records of purchase orders, budget adjustments, and accounts receivable and payable; identify discrepancies and issues; propose solutions.
4. Prepare detailed monthly expenditure report.
5. Oversee purchase orders for the Department of Human Resources; ensure proper financial documentation requirements are met; process and track to completion; request transfer of funds when necessary; process department travel and expenditures for 401K/457 accounts.
6. Serve as the County Learning Management System (LMS) Administrator; maintain LMS database; assign training events for new hires, supervisors, and coordinate with Department heads in building, in assigning and preparing modules, training plans, and completion reports.
7. Provide LMS training to department representatives; develop courses; review for effectiveness; suggest and implement improvements.
8. Ensure receipt of performance appraisals from county departments; notify department heads of upcoming performance appraisals; maintain records of appraisals.

### For Office Use Only

Job Code: 6295  
Job Title: Office Administrator - Human Resources  
FLSA: Non-Exempt  
Effective Date: 11/13/2023  
Public Safety: No

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

9. Prepare and process county-wide appraisal-based personnel actions; monitor schedule of personnel actions for annual, probationary, and trial increases; ensure appraisals are submitted and complete.
10. Oversee front desk functions; train front desk personnel; review and improve department clerical and administrative work processes; provide backup support for the administrative functions as needed.
11. Maintain an organized office environment; monitor office supplies; place orders for office supplies and assist in maintaining subscription membership renewals as needed.
12. Ensure appropriate handling of incoming correspondence and documents; read and analyze department reports, memo, and letters; determine appropriate actions and distribute.
13. Respond to unemployment questionnaires; review and submit monthly unemployment bill.
14. Create reports, memos, and letters; file and retrieve documents, records, and reports as needed; record, type and distribute meeting minutes.
15. Negotiate the purchase of office supplies, furniture, and office equipment; ensure purchases adhere to purchasing policies and budgetary restrictions.
16. In coordination with Assistant Director – Human Resources, monitor and administer drug testing and background checks for pre-employment, random drug testing, and post-accident drug testing; maintain confidentiality with department representatives and collection/testing agency; maintain database of employees subject to testing.
17. Monitor Commission Agenda requests; enter new agenda requests as directed; ensure documents, resolutions, and agreements are routed appropriately; forward completed documents and monitor completed Human Resources contracts and resolutions.
18. Participate in department projects as directed.
19. Process necessary information for department payroll; utilize the County's time entry system to ensure proper reporting of work time.
20. Maintain record of Elected, Appointed, and Human Resources keyholders; audit keys; collect keys upon termination or end of term.
21. Serve as Chairman of Employee of the Month/Year Committee; oversee meetings and nominations on a monthly/yearly basis; prepare and send communications.
22. Oversee work orders for department building and maintenance needs; initiate requests; monitor processes to ensure timely completion of work, as requested.
23. Maintain, organize, and format Human Resources policy files.
24. Exemplify the desired culture and philosophy of the organization.  
Work effectively as a team member with the other members of management and the Human Resource staff.

### Competencies

- Organizational Skills
- Communication Proficiency
- Time Management

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- Financial Management
- Critical Evaluation
- Ethical Practice
- Flexibility
- Stress Management/Composure
- Relationship Management
- Maintain Confidentiality
- Initiative

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

- Knowledge of current human resource laws
- Considerable knowledge of the County Rules and Regulations
- Considerable knowledge of County Finance Policies and Procedures
- Working knowledge of County budget development and administration
- Knowledge of general functions of County government
- Skilled in Microsoft Office Suite
- Skilled in intermediate reading, writing, and math
- Skilled in conducting research
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to communicate effectively verbally and in writing
- Ability to 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 coordinate multiple tasks efficiently and manage stress associated with deadlines and frequent interruptions
- Ability to lead and training others

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a lead and coach/mentor for other positions within the department.

### **Work Environment**

This job operates in a professional office environment. This position requires regular contact with the public which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. This role routinely uses standard office equipment such as a laptop, desktop,

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smartphone, photocopiers, shredders, and filing cabinets. 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 is required to type, file and lift or move supplies weighing up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

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

Incumbent must work forty (40) hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

### **Required Education and Experience**

1. Associate degree or equivalent.
2. Four (4) years of complex clerical or administrative support work experience including three (3) years directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.
2. Preference may be given to applicants with two or more years of college level education in business, human resources, or generally related field.

### **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, 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 for this job. Duties, responsibilities and activities may change at any time.

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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