

# Office Supervisor – Human Resources

## Job Description



Department: Human Resources  
Position: Career Service  
Grade: 723  
Supervisory: Supervisor  
Reports to: Director – Human Resources

### Summary

Under general supervision of the Director – Human Resources, directs daily operations and personnel of the front office. Provides administrative support to the Human Resources department. County-wide responsibilities include administration of employee performance appraisals, various recognition programs, drug testing, pre-employment background checks, and the Learning Management System (LMS).

### Essential Functions

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

1. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently.
2. Participate in staffing decisions related to hiring, training, performance management, retention and discipline of assigned personnel in accordance with County policy and procedure.
3. Review and improve administrative workflow and processes; create and maintain Standard Operating Procedures (SOP); provide backup support for front office functions as needed.
4. Administer the County-wide performance appraisal process; notify supervisors of upcoming annual, probationary, and trial period reviews; ensure timely receipt and completeness of appraisals; conduct training on the appraisal process; process associated pay increases.
5. Serve as the County LMS Administrator; manage the database, assign training events for employees, and collaborate with department heads to develop, assign, and track training modules and plans.
6. 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.
7. Function as liaison with the Auditor department; coordinate department budget and financial transactions; request new expenditure accounts (budget lines); track fixed assets. Prepare and

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Job Title: Office Supervisor - Human Resources  
FLSA: Exempt  
Effective Date: 10/28/2024  
Public Safety: No

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

maintain department accounting records of purchase orders, budget adjustments, and accounts receivable and payable; identify discrepancies and propose solutions.

8. Maintain an organized office environment; monitor office supplies and place orders as needed.
9. Negotiate the purchase of office supplies, furniture, and office equipment; ensure purchases adhere to purchasing policies and budgetary restrictions.
10. Initiate work orders for department building and maintenance needs and track to completion.
11. Perform research and data analysis; create spreadsheets and documents.
12. Coordinate retention of employee records in multiple databases to ensure current and future availability according to mandatory retention schedules.
13. Monitor Commission Agenda requests; enter new requests as directed; ensure documents, resolutions, and agreements are completed and routed appropriately.
14. Maintain record of elected, appointed, and HR department keyholders; audit keys and collect upon termination or end of term.
15. Assist with administration of county-wide recognition programs.
16. Respond promptly to GRAMA requests.
17. Serve as Chair of Employee of the Month and Year Committee; oversee meetings, nominations and related communications.
18. Exemplify the desired culture and philosophy of the organization.
19. Work effectively as a team member with the other members of management and the Human Resources staff.

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

- Considerable knowledge of County regulations and policies
- Working knowledge of current human resource laws related to work performed
- Working 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
- Skilled in creating and maintaining record keeping and filing systems
- Ability to understand broad objectives and follow general instructions
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- 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

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- Ability to supervise, coach, and train others
- Ability to type accurately and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has direct supervisory responsibilities and does serve as a coach and mentor for other positions in the department.

### **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. The noise level in the work environment is usually moderate. 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.

### **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.

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

Incumbent must work eighty (80) hours each pay period 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. 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. 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 with lead or supervisory experience.

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2. Preference may be given to applicants with two or more years of college level education in business, human resources, or a generally related field.

**Additional Eligibility Qualifications**

1. 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.

**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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