

# Uintah County

## Job Description



<b>Title:</b>	HR Assistant	<b>Code:</b>	517
<b>Division:</b>	Human Resources	<b>Effective Date:</b>	3/20
<b>Department:</b>	Commission	<b>Last Revised:</b>	3/20
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	26

GENERAL PURPOSE

Performs a variety of **full performance level administrative, complex clerical** duties as needed to assist in the day-to-day maintenance of county-wide human resource programs and processes. Assists to monitor county-wide compliance with established policies and procedures. Assists in the implementation and maintenance of the wellness program and initiatives.

SUPERVISION RECEIVED

Works under the general supervision of the County HR Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Initiates labor market recruitments for new and vacant positions; prepares and places advertisements in local newspapers, on social media and determines other sources; receives job applications and screens for completeness; reviews applications to determine compliance with minimum qualifications; provides notice to unsuccessful applicants; maintains recruitment files.

Coordinates the need for and use of human resources and maintains related contracts and reimbursements with state and local agencies, temporary employment agencies, etc.

Creates and maintains human resource records; obtains criminal background checks on new employees; provides new employees with job descriptions, policies and appropriate materials; monitors status changes.

Assists the public and employees on a day-to-day basis in the office or on the telephone; responds to questions and provides information regarding personnel practices, policies and procedures.

Conducts new hire employment orientations to apprise new employees of terms and conditions of employment, policies, procedures, opportunities, benefits and privileges, wellness programs, etc.; assists employees in enrollment in county provided benefits.

Monitors insurance claims for employees and dependents and verifies eligibility; advises and assists employees and their families to resolve problems.

Assists county HR Director to develop and implement recognition, training and incentive programs;

Reviews worker's compensation claims; monitors number, type and cost of claims; coordinates timely return of employee to the job; prepares reports and submits to insurance carrier and the State of Utah as required.

Assists HR Director with the coordination of drug testing for the county's selection process and periodic or random drug testing program as required assuring a "drug free workplace."

Analyze and evaluate a variety of wellness program related data for the purpose of ensuring that program initiatives and activities meet objectives while adhering to assigned budget limitations.

Works with administrator in the design, awareness, planning, promotion, support, professional development and implementation of health and wellness programs for the purpose of improving employee health and understanding of related subjects.

Serves as the liaison with a variety of outside and community individuals/agencies for the purpose of conveying and/or receiving health and wellness information and coordinating wellness activities.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from college with an associate's degree in general studies, personnel administration, public administration or a related field;  
AND
  - B. Two (2) years of experience related to the management of human resources, including but not limited to, recruitment and selection activities, benefit program administration and computer based records management;  
OR
  - C. An equivalent combination of education and experience.
  
2. Knowledge, Skills, and Abilities:

**Working knowledge of** human resource management theory, methods, and practices; the legal environment related to human resource management; benefit, retirement, and compensation laws and guidelines; county department operations including applicable laws and regulations; federal and state laws as they apply to personnel management practices; benefit costing procedures; wellness programs; extensive computer operation.

**Ability to** communicate effectively, verbally and in writing; maintain quality work production while dealing with various deadline pressures; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spreadsheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.
  
4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic local travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)