

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB
RECRUITMENT AND PLACEMENT

JOB TITLE	SALARY	ISSUED
CLASSIFICATION SPECIALIST	\$15.15/HR	8-26-2016

WEBER COUNTY HUMAN RESOURCES OFFICE - FULL TIME W/BENEFITS

JOB SUMMARY Under the general supervision of the Personnel Director, performs professional classification, wage administration, and other personnel functions for the Weber County Human Resources Department. MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Functions as the initial contact for the office and handles all front office duties. Performs job analysis on all new positions requested throughout the County; writes job descriptions and submits them to the various department heads for their input; applies sound classification principles to ensure that all new positions are classified accurately; analyzes and evaluates the position classification plan to determine where changes are required as position duties, conditions, and qualifications change; prepares class specifications and supporting data to effect revisions to the position classification plan; conducts job audits and field investigations to maintain an equitable system for administering salary increases, promotions, and advancements among employees. Reviews and analyzes the salary plan for internal and external equity; conducts salary studies and surveys to obtain comparative data; documents and justifies salary plan recommendations; reviews recommended salary actions for compliance with management policies and procedures; ensures that salary recommendations are properly justified; reviews and revises the salary plan in keeping with County policies, fiscal ability, and according to sound compensation administration. Assists in adjusting employee grievances; advises supervisors on disciplinary matters; investigates and makes recommendations to the department heads and supervisors on proposed punitive actions within the department; attends and participates in meetings and conferences with the Board of County Commissioners, Personnel Director, and other interest groups. Establishes and administers a broad system of personnel records to provide an up-to-date and accurate reservoir of manpower management information for research, planning, and control purposes; assists in developing and issuing internal procedures and instructions to improve application and management of classification, compensation, and benefit plan. Performs related duties as assigned.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's Degree in public, business, or human resource administration. AND Two years of experience in personnel administration. OR Any equivalent combination of education and experience.

Thorough knowledge of principles and practices of local government personnel administration; thorough knowledge of laws affecting personnel administration; thorough knowledge of county organization and functions.

Ability to assist in the formulation and administration of policies and procedures governing all phases of personnel administration; ability to communicate effectively, verbally and in writing; ability to establish effective working relationships with employees, other agencies, and the public; ability to work effectively under pressure.

TOOLS AND EQUIPMENT USED Phone; computer terminal; personal computing including; Word and Excel spreadsheet programs; copy machine; fax machine; calculator.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

POSITION CLOSSES SEPTEMBER 9, 2016
APPLICATION AND RESUME MUST BE SUBMITTED TO:
Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND
TESTING REQUIRED