

**CITY OF SOUTH SALT LAKE
POSITION DESCRIPTION**

Position Description:	Human Resources Administrator
Department:	Administration
Position Grade:	22
Supervisor:	Mayor
FLSA Status:	Exempt

POSITION SUMMARY

The Human Resources Administrator reports to the Mayor; is responsible for administering and implementing city personnel policy.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Administers and implements City personnel policies and programs including compensation, benefits, recordkeeping, education, safety, travel and training.
 2. Administers recruitment and selection procedures; assists various City personnel in interviewing, testing and screening applicants; ensures proper employee classification and pay grade.
 3. Monitors employee job evaluation and performance review programs; assists City personnel in conducting job description reviews and modifications.
 4. Administers new employee orientation, employee transfer and employee terminations procedures.
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MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school or GED equivalent and four years related experience, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of personnel and administrative laws and regulations; knowledge of compensation, benefits, training, recruitment, EEO, safety and employee evaluation systems; knowledge of City departments and administrative procedures.
2. Skill in the operation of micro-computers and spreadsheet software; skill in conflict resolution techniques.
3. Ability to administer and implement personnel and administrative policy; ability to communicate effectively, both verbally and in writing; ability to supervise and motivate personnel

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing 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 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.

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by: _____

Effective date: July 1, 2000

Revision history: July 1, 1999