

# DAVIS COUNTY DIRECTOR OF HUMAN RESOURCES SEARCH

Davis County Government has started a search for a new Director of Human Resources. Davis County seeks a dynamic, visionary, influential leader to provide stewardship, HR consultation and guidance to 32 departments including over 1,000 employees. This position oversees a vibrant team of HR professionals dedicated to fulfilling our HR Department mission: The Davis County Human Resources Office promotes the recruitment, selection and retention of highly qualified employees who will effectively serve the citizens of Davis County. Human Resources staff is dedicated to excellent customer service, promoting a safe work environment for all County employees and providing employee benefits and services with courtesy and efficiency.

## ABOUT THE DIRECTOR POSITION

The Director of Human Resources is an appointed (at-will) position under the administration of the Davis County Commission. Under broad policy guidance and direction from the Commissioners, the HR Director performs professional administrative and supervisory work in directing the Davis County Human Resources (HR) and Risk Management functions. In addition, the HR Director oversees the administration of the County Legal Defender Program and Davis County's Pretrial Services.





## ABOUT UTAH & THE SALT LAKE AREA

Far more than just a state, Utah is a state of mind. Sculpted by wind, water and time, Utah's landscape is the perfect canvas for adventure seekers of all kinds. From The Mighty 5 National Parks - Arches, Bryce Canyon, Canyonlands, Capitol Reef and Zion - to the Wasatch Mountain's Greatest Snow on Earth®, and all points in-between, Utah is the place where memories are made and experiences are forged.

And it's not just the breathtaking beauty of Utah's scenery that has people talking. The secret is out that the state's business climate is attractive too... and the world is taking notice. Nestled in the mountains and valleys of Utah you'll find one of the most vibrant business landscapes in the country. But don't just take our word for it. Here are some accolades from a few Utah fans (hover over link to be taken to information/web page):

- Named by Forbes, Gallup, Pollina, & the Wall Street Journal as one of the top states for business and quality of life. [[GOED](#)]
- #1 for Fiscal Stability. [[U.S. News](#)]
- #1 for Economic Health in 2018. [[Wallethub](#)]
- #1 for 8 years in a row for Economic Outlook. [Alec-Laffer State Economic Competitiveness Index]
- Higher education system is #6 in the nation. [[U.S. News & World Report](#)]

While this list is certainly impressive, it's also still a work in progress. Legislative and community leaders are committed to building on Utah's strengths to develop a thriving economy – for both today and tomorrow. Spend a little time in Utah and you'll see we work as hard as we play.

But all this couldn't happen if it weren't for great people. Our workforce is both well-educated and family-oriented. There's a sense of community pride and togetherness stemming from Utah's pioneer roots - those determined and courageous individuals who settled here in the mid-1800s. Utah's values and spirit of cooperation set us apart and give the state a very bright future indeed.



## ABOUT DAVIS COUNTY HUMAN RESOURCES

The Davis County Human Resources team serves the departments and employees throughout all of Davis County Government.



The HR team is comprised of Human Resources Generalists, Benefits, Payroll, Risk Management, Wellness, an Office Specialist, and two Deputy Directors.

In addition, the administration of Pre-Trial Services and the Legal Offenders team is part of the HR Director's position.



## EXAMPLE OF DUTIES

Demonstrates leadership and advocacy for the organization which is Davis County, its departments, its mission, its programs and, particularly, its employees.

Administers, directs and supervises all HR functionality within County departments including, but not limited to, recruitment and selection; compensation, payroll, benefits (including retirement, health, dental, cafeteria plan, leave programs); position classifications system; workers compensation; performance management and training; wellness programs; equal employment opportunity; employee relations, grievance protocols, employee onboarding and separation; employee performance evaluation programs and records management.

Presents recommendations to and advises the Board of County Commissioners and the Career Service Merit Council on human resources matters, risk management matters, organizational and administrative matters. Administers the provisions of the Davis County Merit System Ordinance of human resources administration and the rules and regulations promulgated thereunder, including the Personnel Policies and Procedures.

Formulates and recommends policies and procedures to govern all phases of human resources administration and employee relations; implements, interprets, and enforces County policies and procedures.

Consistent with state statute and county ordinance, develops and maintains effective and compliant recruitment and selection programs; directs the certification of candidates from eligible lists; directs recruitment and employment screening procedures and testing; ensures proper maintenance of personnel registers.

See last page for a link to the position's job opening to find out more information about additional duties.

TAKE A LOOK AT THE HUMAN RESOURCES PAGE ON DAVIS COUNTY'S WEBSITE:

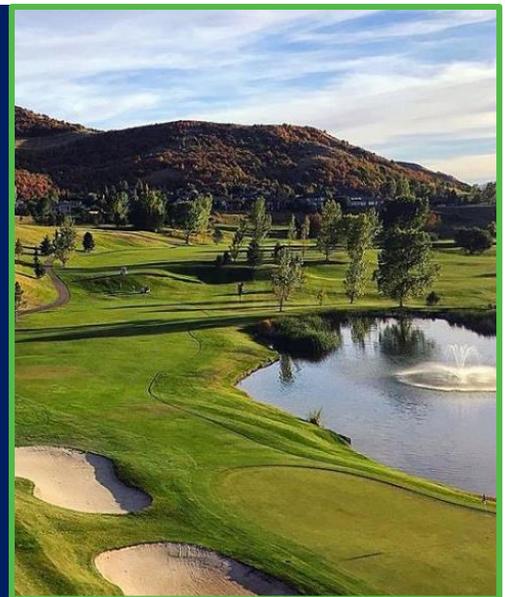
<https://www.daviscountyutah.gov/human-resources>

## ABOUT THE IDEAL CANDIDATE

The successful Director of Human Resources candidate will demonstrate a track record of outstanding management of employees and operations of a Human Resources department. The Director candidate will be an innovative leader - skilled at developing policies, procedures, training, with extensive employment law knowledge. The successful candidate will demonstrate an ability to assign, supervise and evaluate the work of others and promote team building; communicate and coordinate with multiple administrative officials throughout the County; understand, interpret, explain, and enforce employment laws, regulations, and ordinances; and resolve complex situations involving employees, supervisors, and administrative officers.

### MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a Master's Degree in Public Administration, Business Administration, Human Resource Management, or a closely related field
- At least six (6) years of full-time paid professional HR experience in a leadership role, three (3) years of which must include supervising professional HR staff.
- A combination of education and experience which clearly demonstrates relevant capability and experience for this position will be considered for equivalency.
- Must have experience delivering HR service in a state government, local government, or higher education environment.



### SPECIAL REQUIREMENTS OF THIS POSITION:

- Must pass a criminal history background investigation.
- Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).
- Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

## COMPENSATION

**\$119,038 to \$183,684 annually**

Salary will be market competitive commensurate with the experience and qualifications of the successful candidate. In addition, a competitive benefits package containing a defined contribution retirement plan, health insurance, vehicle allowance, communication allowance, and other benefits are provided.



## HOW TO APPLY

For more information about the specific nature of the job duties of this position and to submit an official application, please visit:

[http://www.daviscountyutah.gov/human-resources/careers/career-details?job\\_posting\\_id=2281](http://www.daviscountyutah.gov/human-resources/careers/career-details?job_posting_id=2281)

You will be asked to provide a resume and cover letter detailing your interest in this position while completing the application. Those documents may be uploaded with the application.

- Confidential applications, cover letters, and resumes must be submitted by the close of business on **September 3, 2020**. The position may be open until filled. We will conduct an initial review of cover letters and resumes in late September.

For questions about the position, please contact:

Jennifer Jeppson – Human Resources Generalist/Recruiter  
Davis County Government  
801-451-3456 or [jjeppson@co.davis.ut.us](mailto:jjeppson@co.davis.ut.us)