

**COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA POSITION DESCRIPTION
(EXEMPT)**

Approved By: _____

Date of Review: _____

Position Title: *Human Resources Director*

Position Characteristics: Non-seasonal, 40 hours per week, vacation, sick leave, Utah Retirement, and all insurance benefits. Weekdays, evenings, Saturdays, Sundays, holidays.

Department: Administration

Reporting Relationships:

Position Reports To: Executive Director

Positions Directly Supervised: None

Position Purpose:

To plan, direct, develop and coordinate all functions related to human resources, with support from the Executive Director, ensuring legal compliance and organizational expectations. To act as an Administrative Support Service for all Cottonwood Heights Parks and Recreation Service Area's (CHPRSA) employees. Responsible for all HRIS related functions, including payroll processing, time & attendance tracking, maintenance, trainings and support, software updates, and new software rollouts. Creates, develops and facilitates employee engagement programs to promote a healthy and engaging culture. Implements the Service Area's mission and talent strategy to create a workplace that promotes employee growth and development, recognition and rewards, and employee retention. Leads the Service Area's recruitment efforts and recruitment programs. Responsible for maintaining and tracking employee engagement and uniform budgets. Responsible for overseeing employee total rewards package, keeping employees informed and updated. Prepare, review, and update the Employee Policy and Procedure Manual, job descriptions, and maintain excellent communication with administration and employees.

Nature and Scope:

This position requires excellent communication both written and verbal, patience, public relation abilities, organizational skills, and attention to detail. Assumes responsibility for all payroll functions, personnel file maintenance, benefits enrollment, new employee onboarding and orientations, uniforms, development and facilitation of learning management systems/programs, development and facilitation of multiple workplace culture programs, maintenance of policy and procedure

manuals, and communication of such policies to employees of the Service Area. These skills are vital to the successful execution of this position.

Essential Functions and Basic Duties:

- 1. *Responsible for coordinating the recruitment, hiring, and release of employees by communicating with department managers and following proper Service Area procedures and in accordance with state and federal guidelines by processing all required documentation (10%).***
 - a. Prepare all necessary authorizations and job postings for job openings which may include in-house postings, HRIS recruiting platforms, web-site information, outside contacts, etc.
 - b. Maintain the ATS system and process, approve and post all open positions.
 - c. Communicate and hold departments accountable for administering their specific candidate selection processes in the ATS system.
 - d. For full time benefitted employees, establish a schedule for interviews and notify all applicants of either being accepted for an interview, not meeting minimum requirements, or not being selected for the position. Conduct reference checks. Assist department managers, as requested, with arranging interviews. Organize interview panels, prepare interview questions, and arrange all details of the interview process.
 - e. Prepare accurate documentation for employee terminations and complete all paperwork and pay checks by following Service Area policies and procedures.
- 2. *Assumes responsibility for the maintenance of employee records by providing accurate and efficient record keeping (15%).***
 - a. Responsible for arranging orientation sessions for all new employees for the completion of required enrollment forms, time clock instruction, and review of the employee policy and procedures manual.
 - b. Responsible for the set-up of new employee onboarding documents and all related payroll information in the HRIS system, accounting program, time clock programs, and all other reporting required by state or federal law.
 - c. Responsible for keeping employee files updated and all documentation of warning reports, disciplinary action, vacations requests, absenteeism, etc. filed.
 - d. Responsible for distributing annual employee evaluations to the appropriate department manager for completion and recommend merit increases based on performance and length of service per Service Area policy.
 - e. Responsible for creating and maintaining hourly wage scales for benefited and non-benefited employees.
 - f. Responsible for creating and maintaining job descriptions for all positions of the Service Area.
- 3. *Assumes responsibility for the effective and efficient performance of payroll functions (15%).***
 - a. Responsible for the proper operation of time clocks and related software programs.
 - b. Responsible for training employees in the proper usage of the time clock.

- c. Responsible for the preparation of bi-weekly payroll in a timely and accurate manner using the appropriate software programs provided by the Service Area. Monitor enforcement of the Fair Labor Standards Act.
- d. Responsible for processing wage garnishments, unemployment claims and any other salary inquiries.
- e. Responsible for the preparation of bi-weekly reports for Utah Retirement Systems including all contributions and retirement wages for payment by the Senior Accounting Specialist. Keep updated on the annual Utah Retirement Systems non-contributory rate.
- f. Responsible for preparation and review of monthly health insurance billing.
- g. Responsible for recording and allowing compensatory time off.
- h. Responsible for the preparation of the monthly report of Long Term Disability and payment by the Senior Accounting Specialist.
- i. Responsible for the preparation of quarterly wage earning reports for Utah Job Service using the appropriate software programs.
- j. Ensure maintenance of accurate payroll records, personnel records, vacation records, sick leave records and comp time records.
- k. Keep records of employee anniversary dates for the purposes of vacation accrual records.
- l. Prepare W-2 tax forms annually and file required electronic records to the IRS, Social Security, and the Utah State Tax office.
- m. Work closely with accounting for any payroll related requests.
- n. Assist accounting in financial audits providing any necessary payroll reports/ and or information.

4. Assumes responsibility as the Benefits Coordinator for Health, Dental, and Life Insurance, Utah Retirement Systems, Flex Spending, and any additional benefit plans (5%).

- a. Ensures that benefited employees have the opportunity to enroll in all eligible benefit programs offered by the Service Area during the new employee orientation and throughout the year during enrollment periods.
- b. Assist employees with online enrollment for Utah Retirement Systems.
- c. Responsible for scheduling benefit meetings to keep employees informed of changes in benefits and opportunities for plan enrollment.
- d. Responsible for corresponding with the Service Area's "Broker" (if applicable) to stay updated on all changes in benefits.
- e. Attend training sessions offered by the Plan Administrators and review plans frequently with the Service Area Administration.
- f. Certify all newly hired employees into Utah Retirement Systems.
- g. Terminate employees in Utah Retirement Systems, upon termination.
- h. Responsible for meeting with Utah Retirement Systems when an audit is requested and preparing all necessary documentation to support the audit. Keep the Utah Retirement Systems manual up to date.
- i. Ensure that benefit enrollment forms, health issues, and confidential matters are kept separate from the employee personnel file.
- j. Organize and manage the employee wellness program.

5. ***Assumes responsibility for administering EEO (Equal Employee Opportunity) policies, Worker's Compensation claims, preparing annual OSHA reports, managing PPACA (Patient Protection Affordable Care Act) compliance and all other required employment law reporting (5%).***
 - a. Responsible for administering EEO policies and procedures for employees of the Service Area and reviewing such policies with administration as necessary.
 - b. Responsible for preparing Worker's Compensation reports for injured employees and submitting such reports to the Service Area Workers Compensation company for processing. Ensures that all claims are processed and follows the recovery and return to work of the employee.
 - c. Responsible for preparing annual OSHA reports and following the guidelines of OSHA for posting required reports.
 - d. Manage and track the fulfillment of PPACA requirements and properly distribute relevant information.
 - e. Attend training meetings to stay current on EEO policies, Worker's Compensation policies and procedures, OSHA policies, and PPACA policies.
 - f. Ensure the proper implementation of FMLA (Family Medical Leave Act), FLSA (Fair Labor Standards Act), ADA (Americans with Disability Act), and grievance laws.
 - g. Maintain an excellent complacent knowledge of employment law. Update and communicate any changes to Administration and Management as necessary.
6. ***Assumes responsibility as the Records Officer for the Service Area (2%).***
 - a. Responsible for maintaining storage of all Service Area records as per the Government Records Access and Management Act with the assistance of the Fiscal department employees.
 - b. Annually review all stored records for storage or destruction as per GRAMMA guidelines. Prepare identified records for destruction and make the necessary arrangements. Prepare selected records for permanent storage in the Utah State Archives.
 - c. Attend Records Management Training as required.
7. ***Assumes responsibility for the Employee Policy and Procedures Handbook and assist with the Facility Policies. Take an active role with the Safety Committee and assist with the Emergency Policy and Procedure Handbook. (10%).***
 - a. Responsible for creating, updating, and maintaining the Employee Policy and Procedure Handbook.
 - b. Responsible for tracking, submitting, and logging Employee Policy updates, changes, and reviews with the Executive Director and Board of Trustees.
 - c. Assists the Assistant Director with creating, updating, and maintaining the Facility Policies.
 - d. Assists the Assistant Director with updating, and maintaining the Emergency Policy and Procedure Handbook and take an active role with the Safety Committee.
 - e. Keep updated on State and Federal employee laws and policies and attends training sessions as necessary. Ensure that all current State and Federal regulations are posted in the appropriate area for employee notification.
8. ***Responsible for employees approved department uniforms by keeping an adequate supply of uniforms available to employees (3%).***

- a. Assist the Executive Director in determining a uniform budget annually to supply uniforms for all departments with the exclusion of the Aquatics Department.
 - b. Responsible for the inventory of uniforms on hand and ordering uniforms in the spring and in the fall as necessary.
 - c. Assist managers in maintaining and enforcing the Service Area dress code.
- 9. *Assumes responsibility for establishing and maintaining effective communication and working relations with all Full Time and Part Time employees of the Service Area (10%).***
- a. Assist managers with employee trainings by providing instruction and materials as requested.
 - b. Responsible for communicating to employees the information contained in the Employee Policy and Procedure handbook through orientations, department meetings, and individual questions and concerns.
 - c. Assist administration and managers with human resource-related issues concerning employees by scheduling and attending meetings as requested and providing information from Service Area policy and procedure manuals as necessary.
 - d. Responsible for documenting human resource-related meetings and following Service Area guidelines for filing such information.
 - e. Assist administration with the annual preparation of the budget by providing current wage reports, proposed wage increases, and any other information regarding employee benefit costs. Attend budget preparation meetings as required by administration.
 - f. Prepare and present year-end total rewards package for all full-time, benefitted employees.
- 10. *Assumes responsibility for providing employee incentive and recognition programs, assisting with employee activities, and related human resource services for employees (20%).***
- a. Assist managers with implementing employee incentive and recognition programs to increase employee morale and recognize the accomplishments of Service Area employees.
 - b. Coordinate with the Executive Director and department managers for the semi-annual employee activities, which include the Board of Trustees and may include family members.
 - c. Maintains the employee engagement budget.
 - d. Responsible for providing information and answer questions for Service Area employees regarding human resource services, policies, and procedures.
- 11. *Assumes responsibility for establishing and maintaining good public relations with patrons and business contacts (5%).***
- a. Ensures that problems are addressed and resolved promptly with patrons or vendors of the Service Area.
 - b. Ensures that a professional image is projected to the public.
 - c. Ensures that auditors and state and local government officials receive accurate records and reports.
 - d. Ensures that good public relations are maintained with government agencies related to human resource functions.
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Performance Measurements:

1. Proper procedures for recruiting, hiring, and releasing employees are followed in accordance with Service Area policies and Federal and State regulations.
 2. Proper maintenance of employee records to be accurate and all required documentation is complete, recorded, and stored.
 3. Personnel and payroll records are accurate and current. Payroll checks/direct deposit transactions are processed and distributed on time and mistakes are minimal. Required payroll reports and paperwork are accurate and submitted on time.
 4. As the Benefits Coordinator, all benefited employees have the opportunity to enroll in benefits offered by the Service Area, and a good working relationship with benefit providers is established and maintained.
 5. A good relationship is established with employees of the Service Area for assistance with human resource-related questions, concerns, and information.
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Qualifications:

Training/Education/Certification:

- 4-year college degree in a related field with 6 years of directly related Human Resources experience preferred. A combination of education, experience and certifications may be considered year for year in lieu of degree.
- PHR, SHRM, or related certifications highly preferred.
- Approved Criminal Background Investigation check if over 18 years of age.

Required Knowledge:

- Strong understanding of basic office procedures and related office and computer applications including QuickBooks, Microsoft 365, and related Human Resource Information System (HRIS) software.
- Exceptional knowledge of human resource and payroll functions.
- Strong knowledge of FLSA, FMLA, EEOC, ADA, OSHA and Worker's Compensation regulations and compliance.
- Strong understanding of Federal/State Employment law.

Skills/Abilities:

- Exceptional human relations and communications abilities.
 - Strong leadership abilities and work ethic.
 - Ability to pivot quickly and make appropriate decisions in stressful situations.
 - Good math skills with regard to payroll and general mathematical problems.
 - Good writing skills with regard to policies, reports, and documentation.
 - Excellent organizational abilities and attention to detail.
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Physical Activities and Requirements of this Position:

Finger Dexterity: Pinching, typing, etc., primarily with fingers only.

Grasping: Using fingers and palm on an object.

Talking: Especially where must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.

Hearing: Able to hear average or normal conversations and receive ordinary information.

Repetitive Motions: Movements frequently and regularly required using the wrists, hands, fingers.

Seeing: Average, ordinary, vision acuity necessary to prepare or inspect documents or products, or operate machinery.

Physical Strength: Sedentary Work: sitting most of the time. Exerts up to 10 lbs. of force occasionally.

Working Conditions:

None. No hazardous or significantly unpleasant conditions, such as in a typical office.

Mental Activities and Requirements of this Position:

General Education-Reasoning Ability: Ability to apply common sense understanding to carry out detailed, involved instructions and to deal with problems involving several concrete variables.

General Education-Mathematics Ability: Ability to perform very basic math skills including adding, subtracting, multiplying and dividing two digit numbers; to perform the four basic arithmetic operations with coins as part of a dollar; to perform operations with units such as inch, foot, yard; ounce and pound (or their metric counterparts).

General Education-Language Ability: Ability to read (by sight or Braille) a variety of books, novels, magazines, instructions, atlases, and encyclopedias. Ability to prepare memoranda, reports and essays; using format punctuation, spelling and grammar. Ability to communicate distinctly with appropriate pauses and emphasis; correct pronunciation (or sign equivalent) and variation in word order; using present, past, and future tenses.

Intent and Function of Job Descriptions:

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and terminations decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be

made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended to and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.