



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6028 Fax (801) 412-3276

August 1, 2022

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

Executive Assistant/HR Specialist

The Exec Assistant/HR Specialist is an administrative professional that works under the direction of the Mayor's Chief of Staff, performs administrative duties for the Mayor, assists department directors in the hiring and recruitment process, administers the employee benefits program, creates and maintains employee personnel records, and provides support for various HR employee programs within the organization.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Performs administrative duties for the Mayor's office
 - 1.1 Schedules meetings for the Mayor and coordinates calendars
 - 1.2 Types and prepares correspondence, agendas, minutes, and other documents
 - 1.3 Collects and distributes mail and messages
 - 1.4 Compiles Mayor's and Chief of Staff's credit card statements monthly
 - 1.5 Manages signing process of contracts and documents
 - 1.6 Orders office supplies for Mayor's suite and manages office equipment maintenance
 - 1.7 Assists in planning and organizing city and/or department events
 - 1.8 Performs a variety of other clerical duties as assigned
2. Assists Department Directors with employment/recruitment activities
 - 2.1 Posts job openings both internally/externally via approved websites
 - 2.2 Receives and processes employment applications and resumes
 - 2.3 Assists departments and divisions with the recruiting and testing process
 - 2.4 Coordinates background checks, drug tests, and reference checks
 - 2.5 Completes offer letters, compiles new-hire paperwork and oversees onboarding of new hires
3. Compiles and maintains personnel records according to Utah state records retention requirements
 - 3.1 Processes personnel action forms and ensures proper approvals; disseminates approved forms
 - 3.2 Enters and updates employee personnel information into Caselle Clarity
 - 3.3 Updates personnel files as needed
4. Coordinates, compiles and maintains records for use in benefits administration
 - 4.1 Coordinates health, life, and other insurance enrollments and communicates with service providers concerning routine administration of programs
 - 4.2 Assists with employee benefits program selections
 - 4.3 Coordinates employee retirement, worker's compensation, employee disability insurance programs
 - 4.3 Chairs employee Wellness Committee and organizes events
5. Enrolls employees in and administers employee Keys to Health program
 - 5.1 Collects Keys to Health point tracking sheets and monitors points
 - 5.2 Notifies participants and disperses gift cards; notifies payroll for tax purposes
6. Processes payroll biweekly
 - 6.1 Administers new employee orientations, employee transfers and employee termination procedures
 - 6.2 Processes payroll changes each pay period
 - 6.3 Collects and distributes timesheets (certain departments) each pay period

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

- Knowledge of personnel administration practices; knowledge of employee compensation and benefits, recruitment, and selection
- Skill in Caselle, word processing, spreadsheets, and office machine usage
- Ability to communicate effectively verbally and in writing; ability to use independent judgment; ability to maintain confidential and sensitive information.
- Strong skills using Microsoft Word, PowerPoint, and Excel required
- Ability to communicate effectively and professionally with coworkers, residents, and businesses both verbally and in writing
- Ability to work effectively, independently, and as part of a team
- Ability to follow oral and written instructions
- Ability to organize daily activities of self and others
- Strong desire to learn and be a problem solver
- Commitment to act with highest level of confidentiality, honesty, and integrity at all times

General clerical skills to be measured through valid testing methods or through verifiable work experience.

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.

GRADE: 20

HOURLY RANGE: \$26.87 - \$40.65

CLOSING DATE: Open until filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at: www.sslc.gov/employment

Or can be picked up at city hall

220 East Morris Ave, Ste 200

South Salt Lake, UT 84115

SELECTED APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER THIS ORGANIZATION USES E-VERIFY