

UTAH COUNTY OFFICE OF HUMAN RESOURCE MANAGEMENT
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<http://www.utahcounty.gov>

“The Value of Public Service Employment is vital to the success of our state, county, and local communities.”

Utah County Government Employees start every day with the well-being of the entire community in mind:

How can I make my community a better place?
Who will need my help and protection?
How will I make a difference for someone?

**We hire smart, compassionate, loyal, ethical, committed, innovative people.
Apply today and join our Team.**

JOB ANNOUNCEMENT

Human Resources Director (Appointed)

Location: Utah County, UT
Starting Pay: \$143,665.60 - \$189,862.40 Annually
Schedule: Full-Time

About Utah County

Utah County is a trusted, transparent, and rapidly growing local government. We operate efficiently, lead proactively, and partner regionally. We are seeking a strategic **Human Resources Director** to provide comprehensive HR services, payroll, and benefits administration for approximately 1,200 dedicated county employees.

Why Join Us? (Unmatched Benefits Package)

Utah County offers a highly competitive total rewards package designed to support our employees' health and financial future:

- 100% Paid Premiums** for Health Insurance
- Up to 6.2% match in your 401(k)
- Utah Retirement Systems (URS) Pension and 401(k) options
- Pre-tax savings Health Savings Account (HSA)
- Fourteen (14) Paid Holidays
- Comprehensive Dental and Vision Insurance
- Employee Assistance Program (EAP)

The Opportunity

Under the broad policy guidance of the County Commission, the Human Resources Director serves as an appointed executive overseeing all aspects of the county's HR functions. You will act as a trusted strategic advisor to elected officials and department heads, ensuring our workforce is aligned with the county's mission while maintaining strict compliance with all applicable employment laws and safety regulations.

Core Responsibilities & Key Knowledge, Skills, and Abilities (KSAs)

Strategic HR Leadership: Direct talent management, learning and development, compensation and benefits, workforce planning, and organizational risk management.

Employee Relations & Accountability: Navigate complex employee relations matters, workplace investigations, corrective actions, and employee separations, ensuring decisions are fair, consistent, and

legally defensible.

Organizational Change & Culture: Act as a change agent to build a culture of exceptional customer service, high emotional intelligence, and organizational accountability.

Executive Counsel & Political Acumen: Provide objective, solution-oriented guidance to executive leadership. Navigate sensitive, highly confidential, or emotionally charged situations with diplomacy, tact, and professional independence.

Public Stewardship: Balance workforce advocacy with the responsibility to ensure HR practices ultimately serve the best interests of taxpayers and the community.

Compliance & Risk Management: Maintain extensive knowledge of employment practices, labor laws, policy administration, and safety protocols to mitigate county liability.

Recommended Qualifications

Master's degree in Human Resource Management, Public Administration, Business Administration, or a closely related field.

Seven (7) years of progressively responsible professional experience in human resources, which must include at least two (2) years in a supervisory or leadership capacity.

Current HR certification as a Certified Compensation Professional (CCP), Professional in Human Resources (PHR/SPHR), or SHRM-Certified Professional (SHRM-CP/SHRM-SCP), OR the ability to obtain certification within one (1) year of employment.

Preferred Qualifications

Extensive HR service delivery experience within state or local government.

Five (5) or more years of executive-level management experience.

Click [here](#) for a full job description

Closing Date: Open Until Filled (Initial screening begins for applications received by 11:59 p.m. MST on **August 31, 2026**).

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status of gender identity.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER