



**WASATCH FRONT WASTE AND RECYCLING DISTRICT  
invites applications for the position of:**

**Human Resources Manager**

**SALARY:** \$85,426.00 - \$119,600.00 Annually

**OPENING DATE:** 12/03/21

**CLOSING DATE:** 12/15/21 11:59 PM

**JOB SUMMARY:**

The Wasatch Front Waste and Recycling District, formerly the Salt Lake County Sanitation Division is in search of an adaptable leader preferably with public sector human resource management experience and education in HR management, or a related field.

Our team provides waste and recycling collections to over 85,000 homes within 14 municipalities in Salt Lake County. Our team is looking for someone who will engage in leadership development, get to know our entire team of 94 full-time employees and strengthen employee engagement and development.

This position reports to the General Manager and oversees all human resource functions and activities for the District while serving as an active member of the leadership team. Provides leadership and guidance in planning, policy, performance management, staffing, compensation and benefits, employee relations, and investigations. Fosters a culture of leadership development and engagement among all employees.

Other responsibilities include, working with management to keep the District in compliance with all laws, statues and regulations related to human resource management in the Public Sector. Oversees all human resource functions and activities for the District while serving as a member of the leadership team.

**ESSENTIAL JOB FUNCTIONS:**

- Participates with the leadership team by supporting operational goals, and serves as the human resource advisor to the General Manager and Managers.
- Manages the recruitment, onboarding and hiring processes.
- Promotes equity, fairness, efficiency and professionalism in all aspects of human resource management for the District.
- Interprets and assists management in the implementation of District policies adopted by the Board. Develops, implements, and revises internal procedures as needed.
- Provides consultation, development, training and support regarding Human Resources policies and procedures.
- Serves as the EEO Manager for the District. Manages the District's response to grievances and appeals.
- Administers all employee benefit programs. Serves as a trustee for the District's Social Security Alternative Plan.
- Monitors legislative and judicial actions effecting areas of responsibility. Consults with the General Manager and legal counsel to ensure policies comply with federal and state law.

- Keeps records of benefit plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, terminations, and employee statistics for governmental reporting.
- Maintains District pay plan, updates job descriptions; recommending, and implementing pay structure revisions approved by the General Manager and the Board.
- Oversees the performance management program.
- Maintains workers compensation, unemployment, and pre-employment drug and alcohol programs for District.

## MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Human Resource Management or other closely related field, plus four years of related experience; OR an equivalent combination of education and experience. HRCI's SPHR, or SHRM's SCP certificate is preferred. Preference will be given to candidates with governmental human resource management experience

## ADDITIONAL INFORMATION:

The District provides a comprehensive range of benefits, health, dental, vision, holidays, paid time off, and a Utah State Retirement plan. The District does not participate in Social Security, but provides an alternative plan through Mission Square Retirement as well as the State retirement plan (URS).

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.wasatchfrontwaste.org>

604 W 6960 S  
Midvale, UT 84047  
385 468-6327

[hr@wasatchfrontwaste.org](mailto:hr@wasatchfrontwaste.org)

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Position #1232021  
HUMAN RESOURCES MANAGER  
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