

Dept.	Assessor
Division	7300000000- Assessor
Title	Personal Property Appraiser
Grade(s)	22
Type	Full-Time
Position #	#00000631 - Double Fill for 30 days
Vacancy	3/31/2017
Job Duties	<p><u>JOB SUMMARY</u> Assesses and collects taxable tangible business and/or mobile home Personal Property taxes.</p> <p><u>MINIMUM QUALIFICATIONS</u> Three (3) years of related experience such as lending, equipment leasing, bookkeeping, finance which may include appraisal review, chattel loan review, personal property market analysis, or finance record review (fixed asset and depreciation reports) and appraisal; or an equivalent combination of related education in Accounting, Finance, Business Administration or other closely related field and related experience.</p> <p>Preference may be given to applicants possessing a bachelor's degree in any field of study. Transcripts must be provided in order to receive credit for your education.</p> <p>Due to the nature of this position, successful applicants are subject to a background check.</p> <p>Must possess a valid Utah Driver License at the time of hire to operate a Salt Lake County vehicle.</p> <p><u>ESSENTIAL FUNCTIONS</u> Locates new or unreported businesses or mobile homes, determines ownership and establishes a Personal Property assessment account. Field inspects properties to collect data elements of the taxable tangible business personal property and/or mobile home. Assesses the taxable tangible personal property and/or mobile homes using State Tax Commission publications such as the Recommended Personal Property Valuation Schedules, Classification Guide, and Percent Good schedules, actual acquisition cost, recognized publications that provide a method for approximating cost, and comparable equipment values. Collects delinquent accounts; researches and attaches unpaid taxes to real estate; seizes and sells property. Represents the Salt Lake County Assessor to taxpayers with regard to valuation and property tax questions Researches and responds to the Manager, Division Administrator, Assessor, and the public on difficult or controversial situations</p>
Start	12/6/2016
End	12/16/2016
Manager	Pullan, Tammy

Dept.	Community Services
Division	3500000000-Center for the Arts
Title	Admin & Fiscal Manager
Grade(s)	18
Type	Full-Time
Position #	#00003636
Vacancy	1/1/2017
Job Duties	<p><u>JOB SUMMARY</u> Manages complex accounting and fiscal operations for the division. Oversees the budget development and management process. Supervises staff. Serves as an advisor to the management team on complex financial, budgetary, and other relevant administrative functions.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in Accounting, plus six (6) years of related experience, of which two (2) years must have been supervisory; OR an equivalent combination of related education and experience. Education may not be substituted for the required two (2) years of supervisory experience.</p> <p><u>ESSENTIAL FUNCTIONS</u> Manages and oversees multiple higher level of the agency's fiscal operations for accounting and financial processes.</p> <p>Develops management systems that measure and monitor decision and section costs, revenue generation and projections, and fiscal efficiencies.</p> <p>Prepares and monitors annual expense and revenue budgets. Compiles and monitors budgets. Prepares interim budget adjustments for personnel, operations, and project budgets.</p> <p>Ensures Division's fiscal operations are in compliance with applicable rules and regulations by implementing and reviewing internal controls and performing generally accepted accounting principles through internal controls.</p> <p>Participates in negotiating resident/tenant leases, monitors contracts on an on-going basis; tracks and evaluates costs and revenues of event settlements; participates (or supervises) as CFA's fiscal representative at event settlements.</p> <p>Oversees the accounts receivable, payable, asset tracking, and purchasing functions. Acts as the division liaison for internal and external audits.</p> <p>Processes complex journal entries and performs monthly reconciliations.</p> <p>Manages accounting functions for grants fund. Monitors the receipts and expenditures of the division grants and contracts and prepares the annual single audit.</p> <p>Oversees capital improvement and major maintenance budget requests for Center for the Arts; tracks expenditures against approved budget.</p> <p>Acts as the divisions fixed and controlled asset manager.</p> <p>Performs periodic internal audits of revenue receipting procedures.</p>
Start	1/9/2017
End	1/19/2017
Manager	Cook, Linda

Dept.	Community Services
Division	3630000000-Parks
Title	Farm to School Program Coordinator
Grade(s)	23
Type	Full-Time
Position #	#00003969
Vacancy	3/16/2016
Job Duties	<p><u>JOB SUMMARY</u> Provide training, technical assistance, communications, advocacy and outreach services to promote and expand the Farm to School program. Work with food service directors, local farmers, and distributors to improve the access to locally grown, minimally processed food to school children.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in agricultural sciences, food systems, or other closely related field, plus 1 (one) year of related experience.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>Must be able to travel to various work locations during business hours and possess a valid Utah Driver's license to be eligible for mileage reimbursement.</p> <p><u>ESSENTIAL FUNCTIONS</u> Develops a database of supply chain partners, farmers, and food distributors in the region.</p> <p>Conducts a needs assessment and formative research to determine the availability of healthy local food options and food distribution channels for school districts.</p> <p>Develops and distributes farm to school education and promotional tools; resources based on identified needs</p> <p>Develops and maintains partnerships with schools, school districts, farms and other institutions.</p> <p>Facilitates local food purchasing from farms and food distributors by school districts.</p> <p>Oversees the scheduling and delivery of educational programs and events, including taste testing, farm field trips, and in-class workshops.</p> <p>Designs and distributes outreach and publicity materials.</p> <p>Collects, analyzes, and reports data for program evaluation.</p> <p>Assists in the development of school gardens.</p> <p>Keeps current on the farm to school movement in the region and nationally.</p> <p>Assists in grant writing to fund the Farm to School program.</p>
Start	1/6/2017
End	1/11/2017
Manager	Lugo, Melissa

Dept.	Elected Offices
Division	1025000000-Office of Regional Development
Title	Business Outreach Program Manager
Grade(s)	16
Type	Full-Time
Position #	#00008394
Vacancy	1/1/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Oversees, coordinates and serves as a liaison to external organizations under contract with the Division of Regional Economic and Business Development. Facilitates the on-going development and implementation of regional economic development programs, including the creation, marketing and measurement of such programs.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Bachelor's degree from an accredited college or university in Business Administration, Communications, Finance, Marketing, Economics or other closely related field, plus three (3) years of related experience in the study and/or application of contract management and stakeholder outreach or an equivalent combination of related education and experience.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Assists with the management, data analysis, decision support, and performance measurement of Regional Economic and Business Development programs</p> <p>Develops, markets, and measures outcomes of small and medium-size enterprise engagement program and chambers of commerce impact initiative</p> <p>Coordinates with external contractors to develop deal flow for the Salt Lake County Economic Development Revolving Loan Fund</p> <p>Assists the Economic Development Program Coordinator with the reporting, scheduling and outreach efforts associated with the Global Cities Initiative</p> <p>Prepares and maintains a variety of routine and special reports for various stakeholders</p> <p>Performs other related duties as assigned</p>
Start	1/18/2017
End	1/24/2017
Manager	Clason, Stuart

Dept.	Elected Offices
Division	8200000000-District Attorney-
Title	Unit Chief - Internal Promotion
Grade(s)	19
Type	Full-Time
Position #	#00000501
Vacancy	1/6/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Performs responsible and complex prosecutions for the Justice Division of the District Attorney's Office at the highest skill level. Works independently and applies professional judgment and skill in the preparation and presentation of cases. Lends expertise to other teams on individual assignments or by developing training. Supervises the legal work of less senior attorneys and other District Attorney staff.</p> <p>Demonstrates advanced and broad knowledge of criminal law, has developed an advanced level of prosecutorial experience and understands the impact of statutes and policy on the work performed within the office. Work is performed in accordance with general policies and is reviewed by the District Attorney, Chief Deputy District Attorney or their designees.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Graduation from a recognized college of law with a Juris Doctor (JD).</p> <p>A minimum of ten (10) years of full-time paid employment in the practice of law.</p> <p>Employment as a full-time paid judicial clerk in a court of record or appellate court may be credited as full-time legal employment.</p> <p>Member in good standing with the Utah State Bar Association or other state bar association with the ability to become a member of the Utah State Bar Association within six (6) months of hire.</p> <p>Due to the nature of this position, the successful applicant must successfully pass an initial criminal background check as well as every two years thereafter and continuously meet the requirements of the Bureau of Criminal Information (BCI).</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Acts as a supervising attorney and prosecutes in the name of the State in all justice proceedings in state courts and administrative agencies.</p> <p>Act as a conduit of communication and policies between Division Administrator and attorneys.</p> <p>Prepares and reviews policy, assists with case preparation, is available to senior staff members to render legal opinions on projects, cases or statutory interpretation. Represents the State in prosecutions and other County official.</p> <p>Performs assigned legal work in the Justice Division of the District Attorney's Office.</p> <p>Practices in specialized and complex legal work assignments; specific assignments may be to a particular department or advising in a specialized area of expertise.</p> <p>Monitors the legal work of other less senior attorneys in the Justice Division of the District Attorney's Office.</p> <p>Performs senior level legal work and related duties as assigned, with minimum to no direct supervision.</p> <p>Supervises the work and performance of attorneys within assigned agencies. Performs related duties as assigned, including special assignments from the District Attorney, Chief Deputy District Attorney or their designees.</p>
Start	1/6/2017
End	1/6/2017
Manager	Bayler, Elizabeth

Dept.	Elected Offices
Division	885100000-Recorder Tax Administration
Title	Administrative & Fiscal Manager - Internal Promotion
Grade(s)	17
Type	Full-Time
Position #	#00000288 Double Fill continuity of busines
Vacancy	2/15/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides financial management, complex financial analysis, detailed cost accounting, and financial system design for the Division and direction for fiscal/administrative staff and functions.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in Accounting, Finance, or other closely related field, plus six (6) years of experience, of which one (1) year must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.</p> <p><u>ESSENTIAL FUNCTIONS</u> Develops and maintains a cost accounting system, allowing budgeting and tracking of expense and revenue at an organizational as well as program level. Recommends service bundles and develops pricing models and rates</p> <p>Analyzes cost and revenue projections.</p> <p>Provides financial management of city contracts, grants, donations, and endowment fund.</p> <p>Maintains division's budgets and a billing system; monitors cash flow and fund balance.</p> <p>Prepares budgets including annual budget for the division, program level budgets, project, and contract budgets. Prepares 5-year projected budgets for cash flow purposes. Prepares budget adjustments. Provides information and assistance to program managers.</p> <p>Prepares annual revenue and expenditure projections. Prepares financial statements, both actual and pro-forma. Analyzes costs, prices, profits and losses.</p> <p>Responsible for all accounting operations of the Division. Supervises purchasing, payroll, accounts payable and accounts receivable, records (GRAMA), database and reporting functions.</p> <p>Performs research, analysis, and planning on various fiscal issues. Prepares and presents reports, studies, analyses and recommendations. Monitors compliance with Salt Lake County policies and procedures throughout areas of assigned responsibility</p> <p>Supervises staff which includes hiring, promoting orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.</p> <p>Monitors and maintains asset and inventory management.</p> <p>Performs management of contracts.</p> <p>Assists with the development and implementation of policies and procedures.</p>
Start	1/10/2017
End	1/10/2017
Manager	Dole, Julie

Dept.	Elected Offices
Division	8851000000-Recorder Tax Administration
Title	Fiscal Coordinator - Part-Time with Benefits
Grade(s)	13
Type	Part-Time (with benefits)
Position #	#00000296
Vacancy	1/20/2017
Job Duties	<p><u>JOB SUMMARY</u> Performs a variety of fiscal support functions that may include purchasing, accounts payable and receivable, payroll, and/or other fiscal areas.</p> <p><u>MINIMUM QUALIFICATIONS</u> Three years of related experience in purchasing, accounts payable and receivable, payroll and other related fiscal duties or an equivalent combination of education and experience.</p> <p><u>ESSENTIAL FUNCTIONS</u> Performs a variety of purchasing functions that involve processing payments, overseeing requisition activities, inputting purchase information, placing orders, managing accounts and contracts, and working with vendors.</p> <p>Coordinates purchasing details with vendor and monitors contracts and payments for compliance.</p> <p>Reviews and submits paperwork for the bid processes and tracks purchases until completed and paid.</p> <p>Provides support for county work order system including monitoring, system changes, security, and reporting.</p> <p>Reconciles various fiscal records.</p> <p>Assists with various fiscal functions and compliance.</p> <p>Assists with preparing and processing payroll and related actions, answers payroll questions.</p> <p>Assists with budget preparation.</p> <p>Assists with maintaining fiscal and payroll records and performs back-up accounting functions.</p> <p>Completes necessary journal entries and journal voucher adjustments. Reviews for compliance with policy and procedures.</p> <p>Assists with controlled and fixed asset inventory processes and procedures.</p>
Start	1/10/2017
End	1/10/2017
Manager	Dole, Julie

Dept.	Elected Offices
Division	9120000000-COUNTY JAIL
Title	Corrections Specialist
Grade(s)	16
Type	Full-Time
Position #	#00001232 & #00001244
Vacancy	11/15/2016
Job Duties	<p><u>JOB SUMMARY</u> Creates and updates prisoner records to book prisoners into jail, updates prisoner locations and assignments, and processes court appearance paperwork and release documents.</p> <p><u>MINIMUM QUALIFICATIONS</u> One (1) year of office support experience performing office related tasks, creating documents, maintaining records, processing paperwork, entering data, and customer service.</p> <p>Must pass a Sheriff's Office background check</p> <p>Must be 18 years of age</p> <p>Must be a U.S. Citizen</p> <p><u>ESSENTIAL FUNCTIONS</u> Interacts with arresting officers and reviews warrants and other court and legal documents.</p> <p>Creates prisoner records and updates records as new information is received.</p> <p>Determines appropriate court and jurisdiction for all charges and warrants.</p> <p>Performs criminal history checks and updates and records information for appropriate court.</p> <p>Interviews prisoners to create prisoner profiles and records possible liability issues.</p> <p>Notifies housing units of prisoner court dates, releases, holds, etc.</p> <p>Assembles Remanding Orders and prepares documents for prisoner court appearances.</p> <p>Reviews prisoner records to establish release dates.</p> <p>Notifies arresting agencies, pre-trial services, or other outside agencies of the release of prisoners.</p> <p>Processes requests for releasing prisoners to court appearances, transfers between jails and prisons, and court-ordered appointments.</p> <p>Responds to Prisoner Request Forms and prisoner questions.</p>
Start	1/4/2017
End	1/17/2017
Manager	Lucey, Carita

Dept.	Elected Offices
Division	9120000000-COUNTY JAIL
Title	Jail Clerk
Grade(s)	10
Type	Full-Time
Position #	#00001278 & #00001291
Vacancy	11/16/2016
Job Duties	<p><u>JOB SUMMARY</u> Provides prisoner services such as scheduling, receiving and checking in visitors. Provides telephone services, screens prisoner mail, and distributes commissary merchandise to prisoners.</p> <p><u>MINIMUM QUALIFICATIONS</u> One (1) year of full-time experience working in an office environment or a certificate of successful completion of a one (1) year office administration program.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <ul style="list-style-type: none"> • Preschedules prisoner visits, verifies and records visitor information, answers questions on Jail policies, booking, charges, bail amount, commitments, and length of incarceration. • Answers and routes calls to employees; assists attorneys, judges, and bail bondsmen with call-in questions; assists callers who receive sensitive or threatening calls from inside the jail; and receives calls on serious injury, illness, or death notifications. • Checks in visitors; provides orientation; coordinates professional walk-in visits from legal advisers, clergy members, and health care providers. • Monitors multiple movement and waiting area cameras; directs visitors to correct area; facilitates movement to and from visitation areas by operating security doors. • Runs warrants and record checks on visitors using BCI, III, etc., and Offender Management System, OMS. • Screens incoming and outgoing prisoner mail, email, magazines, newspapers, and books for irregularities or violations; monitors for contraband. • Obtains prisoner signatures and performs notary services; receives funds through the mail, prepares deposits, updates prisoners accounts on OMS. • Picks up and delivers inter-office mail, prisoner kites, and grievances. • Processes out-going mail and returns insufficient postage mail to prisoners. • Accepts delivery of prepackaged commissary from contracted provider; sorts commissary orders by housing units; delivers sorted prisoner commissary orders; delivers welfare items weekly. • Updates OMS and commissary tracking systems; receives and sends information from other agencies and jurisdictions via telephone, email, fax, teletype or correspondence. • Performs a variety of general office tasks. • Assists in training new employees.
Start	1/6/2017
End	1/19/2017
Manager	Lucey, Carita

Dept.	Human Services
Division	2150000000-Health Dept.
Title	Office Coordinator ** SLCO Merit Employees Only **
Grade(s)	12
Type	Full-Time
Position #	#00002033, 206739
Vacancy	1/3/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides administrative assistance and support to Division.</p> <p><u>MINIMUM QUALIFICATIONS</u> Three (3) years of office administrative support experience; OR an equivalent combination of related education and experience.</p> <p>Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.</p> <p>It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria, and Acellular Pertussis) vaccine before beginning employment or provide a copy of their immunization record prior to starting employment. The immunization record must show the vaccine name and date received.</p> <p>Upon hire, a two-step Tuberculosis skin test will be required. The first will need to be placed prior to starting employment.</p> <p><u>ESSENTIAL FUNCTIONS</u> Provides administrative support for Division leadership, committees, councils, boards, and assigned work groups. Takes minutes during meetings, transcribes documents, and maintains records of actions.</p> <p>Composes a variety of correspondence, documents, and reports; formats, proofreads, and edits.</p> <p>Provides customer service by answering phones, greeting visitors, relaying messages, and distributing forms, documentation, and information.</p> <p>Maintains calendars and schedules.</p> <p>Acts as an administrative liaison to other County agencies and external stakeholders.</p> <p>Prepares and maintains administrative documents including regulations, enforcement files, adjudicative appeals and legal requests for the division.</p> <p>Serves as Records Coordinator complying with GRAMA and all related policies and procedures.</p> <p>Develops, maintains, organizes, stores, and monitors reports, correspondence, files, forms, and documents.</p> <p>Processes travel to include completing the initial travel request forms and, where appropriate, making hotel reservations, airline reservations, and car rental reservations.</p> <p>Coordinates all aspects of assigned events and meetings.</p> <p>Collects, researches, analyzes, and organizes materials and information for projects and reports.</p> <p>Acts as back up support to office clerical staff.</p>
Start	1/13/2017
End	1/23/2017
Manager	Adams, Dorothy

Dept.	Human Services
Division	2150000000-Health Dept.
Title	Office Specialist
Grade(s)	10
Type	Full-Time
Position #	#00002106
Vacancy	5/2/2016
Job Duties	<p><u>JOB SUMMARY</u> Provides customer service and office/program support. Serves as the initial contact for customers, both in-person and over-the-phone, for Division related information.</p> <p><u>MINIMUM QUALIFICATIONS</u> One (1) year of experience directly related to these duties.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>Preference may be given to candidates who can speak Spanish fluently.</p> <p><u>ESSENTIAL FUNCTIONS</u> Answers phone calls and greets visitors; relays calls and messages to appropriate person.</p> <p>Performs customer service functions; provides assistance regarding department/division services and information. Maintains office coverage during all business hours.</p> <p>Assists with scheduling meetings and functions including meeting preparation, correspondence, material distribution, client registration and client appointment reminders. Records meeting minutes.</p> <p>Processes and issues monetary vouchers, certificates, and/or permits according to policy and procedures. Records transactions and issues receipts; forwards revenues and reconciles transactions according to policy and procedures.</p> <p>Provides general office support to the Division.</p> <p>Establishes and maintains accurate agency filing systems including purging and destroying/archiving confidential or obsolete documents according to policies and procedures.</p> <p>Receives incoming deliveries and documents, providing an accurate date stamp prior to distribution to the appropriate division or person.</p> <p>Provides detailed information to the public regarding Division procedures.</p> <p>Accepts Division specific documents, assists customers in data gathering, and reviews late appeal criteria with customers.</p> <p>Analyzes and maintains program reports, logs and lists. Types and proofreads documents and make appropriate corrections.</p> <p>Supports office functions effectively utilizing computers and software.</p>
Start	1/13/2017
End	1/23/2017
Manager	Beltran, Lynn

Dept.	Human Services
Division	2150000000-Health Dept.
Title	Public Health Nurse - INTERNAL TRANSFER
Grade(s)	16
Type	Full-Time
Position #	#00002132
Vacancy	1/17/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides nursing and case management services to assigned clients. Provides medical-legal record management, community outreach, education, and positive public relations. Promotes the infrastructure of the Health Department.</p> <p><u>MINIMUM QUALIFICATIONS</u> <u>Grade 30</u> Professional licensure in the State of Utah as a Registered Nurse.</p> <p>A valid Driver's License, insurance, and access to a private vehicle is required.</p> <p>It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria & Pertussis) vaccine before beginning employment or provide a copy of their immunization record prior to starting employment. The immunization record must show the vaccine name and date received.</p> <p>Upon hire, a two-step Tuberculosis skin test will be required. The first will need to be placed prior to starting employment.d.</p> <p>Successful completion of a criminal background check.</p> <p><u>ESSENTIAL FUNCTIONS</u> Provides professional nursing services and case management to assigned clients in a clinical, community, and/or infectious disease/epidemiological setting.</p> <p>Utilizes established standards of practice, nursing knowledge, and agency policies and procedures.</p> <p>Assesses health needs and priorities using appropriate assessment tools.</p> <p>Educates and refers clients to appropriate resources.</p> <p>Maintains and facilitates a current referral/resource network and patient follow-up and monitoring system.</p> <p>Provides timely interventions and prioritization of all work assignments and accurate and professional medical-legal documentation of client interventions.</p> <p>Ensures compliance to all regulations pertaining to record management. (i.e., HIPAA and GRAMA).</p> <p>Monitors assigned work area's medical inventory, equipment or durable/ sellable goods, as may be assigned.</p> <p>Prepares, analyzes and submits professional plans, guidelines, protocols, and reports.</p>
Start	1/17/2017
End	1/17/2017
Manager	Bond, James

Dept.	Human Services
Division	2150000000-Health Dept.
Title	Public Health Nurse/Infectious Disease - FROM REQ 17-4906
Grade(s)	16
Type	Full-Time
Position #	#00002114 & #00002019
Vacancy	1/6/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides nursing and case management services to assigned clients. Provides medical-legal record management, community outreach, education, and positive public relations. Promotes the infrastructure of the Health Department.</p> <p><u>MINIMUM QUALIFICATIONS</u> <u>Grade 30</u></p> <p>Professional licensure in the State of Utah as a Registered Nurse.</p> <p>A valid Driver's License, insurance, and access to a private vehicle is required.</p> <p>It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria & Pertussis) vaccine before beginning employment or provide a copy of their immunization record prior to starting employment. The immunization record must show the vaccine name and date received.</p> <p>Upon hire, a two-step Tuberculosis skin test will be required. The first will need to be placed prior to starting employment.d.</p> <p>Successful completion of a criminal background check.</p> <p><u>ESSENTIAL FUNCTIONS</u> Provides professional nursing services and case management to assigned clients in a clinical, community, and/or infectious disease/epidemiological setting.</p> <p>Utilizes established standards of practice, nursing knowledge, and agency policies and procedures.</p> <p>Assesses health needs and priorities using appropriate assessment tools.</p> <p>Educates and refers clients to appropriate resources.</p> <p>Maintains and facilitates a current referral/resource network and patient follow-up and monitoring system.</p> <p>Provides timely interventions and prioritization of all work assignments and accurate and professional medical-legal documentation of client interventions.</p> <p>Ensures compliance to all regulations pertaining to record management. (i.e., HIPAA and GRAMA).</p> <p>Monitors assigned work area's medical inventory, equipment or durable/ sellable goods, as may be assigned.</p> <p>Prepares, analyzes and submits professional plans, guidelines, protocols, and reports.</p>
Start	1/17/2017
End	1/17/2017
Manager	Bond, James

Dept.	Human Services
Division	2150002000-Health Dept.
Title	Chronic Disease Program Manager
Grade(s)	16
Type	Full-Time
Position #	#00001875
Vacancy	12/31/2016
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Oversees the countywide Chronic Disease Prevention program. Supervises staff in the Chronic Disease Program. Assists with preparing and administering program budgets.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Bachelor's degree from an accredited college or university in Health Education, Public Health, Public Administration, Nutrition or other closely related field, plus four (4) years' experience in a Public Health agency in health education or health promotion, or other closely related field, of which one (1) year must have been in a supervisory capacity; OR an equivalent combination of related education and experience.</p> <p>Education may not be substituted for the required supervisory experience.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>Must become certified to perform blood pressure and cholesterol tests within 6 months of hire.</p> <p>All new hires must receive the Tdap (Tetanus, Diphtheria & Pertussis) vaccine before beginning employment, or provide a copy of their immunization record prior to starting employment. The immunization record must show the vaccine name and date received.</p> <p>Upon hire, a two-step Tuberculosis skin test will be required. The first will need to be placed prior to starting employment.</p> <p>May be required to possess a valid driver's license in order to drive a County vehicle.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <ul style="list-style-type: none"> · Oversees the Chronic Disease Prevention and Education programs. · Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline. · Administers the development, planning, promotion, implementation, and evaluation of programs. · Assists with preparing and administering program budgets, contracts, grant applications, and proposals. Oversees expenditures and assists with preparing, reviewing, negotiating, and executing program contracts and action plans. · Prepares and ensures program reports, narratives, and statistical information are accurate, complete, and submitted to the appropriate agencies. · Creates and organizes the publication and provision of educational curriculum, programs, and materials for education institutions and community and business groups. · Oversees the preparation, development, and implementation of studies, community assessments, and/or a tracking system to identify and evaluate emerging public health issues. Provides support in seeking and developing outside sources of funds and other resources for program-specific health education projects. · Ensures HLIP reports, forms, rebates, and requests are complete. Develops and reviews department publications and materials, and disseminates information to the public. · Develops partnerships with federal, state, and local agencies, as well as public and private organizations, and utilizes coalitions, providers, and community resources in defining, developing, implementing, and evaluating programs. · Provides education consultation and resources to other Health Department Divisions in the identifying and establishing of education and outreach components, and makes recommendations for in-service training, conferences, workshops, meetings, and special needs of the Department. · Provides presentations, written reports, and data to increase awareness of Chronic Disease Programs to Healthy Communities and to help groups determine critical issues, strategies, and practices that would best serve the community
Start	1/16/2017
End	1/16/2017
Manager	Sluga, Darrin

Dept.	Human Services
Division	2300000000-Aging And Adult Services
Title	Associate Division Director - For current Aging & Adult Srv merit employees only
Grade(s)	17
Type	Full-Time
Position #	#00002341
Vacancy	1/16/2017
Job Duties	<p><u>JOB SUMMARY</u> Assists in supervision and administration of Division's financial, fiscal, and administrative functions.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in Business, Public Administration or other closely related field, plus six (6) years of related experience in a position of progressively more responsible experience including supervisor, management, leadership, budgetary or project management ; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.</p> <p>OR</p> <p>Master's degree from an accredited college or university in Business, Public Administration or other closely related field, plus four (4) years of related experience in a position of progressively more responsible experience including supervisor, management, leadership, budgetary or project management ; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.</p> <p>Because of the nature of the job the incumbent must pass a criminal background check.</p> <p><u>ESSENTIAL FUNCTIONS</u> <i>The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.</i></p> <p><i>Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.</i></p> <p>Represents the Division Director in his/her absence and/or by assignment with authority to make decisions and commit resources on behalf of the agency.</p> <p>Participates in planning, development, and implementation of division goals, budgets, policies and procedures.</p> <p>Gives guidance on matters of program, budget, personnel, and legal responsibility and makes recommendations to the Director for implementation.</p> <p>Effectively leads and administers assigned programs.</p> <p>Develops specific policies, programs and procedures to implement programs and the general policies of the County and funding partners.</p> <p>Ensures assigned programs comply with division, county, state, and federal policies, regulations, and grant requirements.</p> <p>Establishes and monitors performance outcome measures for programs.</p> <p>Supervises staff, which includes hiring, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.</p>
Start	1/13/2017
End	1/20/2017
Manager	Leggett, Paul

Dept.	Human Services
Division	2400000000-Criminal Justice Services
Title	Treatment Specialist
Grade(s)	15
Type	Full-Time
Position #	#00002795
Vacancy	9/24/2016
Job Duties	<p><u>JOB SUMMARY</u> Provides therapeutic treatment, group and individual counseling, assessments, and crisis management at CJS and the jail. Provides documentation of treatment progress according to licensure requirements.</p> <p><u>MINIMUM QUALIFICATIONS</u> Must possess and maintain current licensure for the respective discipline; i.e., LCSW, Psychologist, LPC</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>Must be able to successfully pass current "jail pass" requirements and Division wide training requirements on an annual basis.</p> <p><u>ESSENTIAL FUNCTIONS</u> Delivers therapeutic mental health and substance abuse treatment services.</p> <p>Completes intakes, assessments, diagnosis, and levels of recommended care according to various assessment tools.</p> <p>Provides ongoing analysis of treatment and education and develops programming to be consistent with best practices for evidence based treatment modalities.</p> <p>Provides written and verbal communication with the courts, allied agencies, and case managers on client's progress in treatment.</p> <p>Exhibits professional work behavior and appearance; participates fully as a team member.</p> <p>Performs other duties as assigned.</p>
Start	1/10/2017
End	1/20/2017
Manager	Andrew, Scarlett

Dept.	Human Services
Division	2400000000-Criminal Justice Services
Title	Treatment Supervisor
Grade(s)	16
Type	Full-Time
Position #	#00002797
Vacancy	11/16/2016
Job Duties	<p><u>JOB SUMMARY</u> Works with the Service Manager to plan, supervise, and evaluate the delivery of mental health and substance abuse treatment provided to clients at Criminal Justice Services.</p> <p><u>MINIMUM QUALIFICATIONS</u> Must be licensed as a Psychologist, Social Worker, or Mental Health Therapist in the State of Utah.</p> <p>Master's Degree from an accredited college or university in Social or Behavior Science with a Treatment emphasis and two (2) years of full-time employment with a minimum of one (1) year supervisory experience</p> <p>Must successfully pass a criminal background check</p> <p><u>ESSENTIAL FUNCTIONS</u> Supervises staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.</p> <p>Plans and implements program services with the Service Manager for Division clients.</p> <p>Provides intake, assessment, and diagnostic services for Division clients.</p> <p>Provides direct treatment services and assessment of Division clients.</p> <p>Provides training opportunities for program staff in conjunction with Service Manager</p> <p>Ensures Quality Assurance in treatment records at CJS are up to date and meet the expectations of the licensing agencies.</p>
Start	1/10/2017
End	1/20/2017
Manager	Andrew, Scarlett

Dept.	Human Services
Division	2500000000-Library Services
Title	Electrician - OPEN UNTIL FILLED
Grade(s)	13
Type	Full-Time
Position #	#00002856
Vacancy	8/1/2016
Job Duties	<p><u>JOB SUMMARY</u> Responsible for skilled installation, maintenance, repair and troubleshooting of various electrical systems, controls and equipment located in around County facilities.</p> <p><u>MINIMUM QUALIFICATIONS</u> Four (4) years of minimum experience as a Journeyman level electrician.</p> <p>Must possess a valid State of Utah Journeyman Electricians License.</p> <p>Must receive a verified negative test result on a mandatory drug test before starting in this position.</p> <p>Will be subject to random alcohol and drug testing.</p> <p>May be subject to post accident and reasonable suspicion alcohol and drug testing.</p> <p><u>ESSENTIAL FUNCTIONS</u> Installs, repairs, replaces, modifies, and tests new and existing electrical circuits, systems, fixtures, panels, switches, breakers, and controls located in and near buildings and structures utilizing Journeyman level skills.</p> <p>Troubleshoots problem areas and inspects for defective equipment and faulty wiring.</p> <p>Installs, repairs, modifies and programs various types of electronic controlled equipment at a Journeyman level.</p> <p>Uses and maintains various types of hand and/or power tools. Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment.</p> <p>Performs periodic maintenance and inspection of electrical distribution components to prevent premature failure</p> <p>Maintains and repairs specialized electrical equipment such as generators, Uninterruptable Power Systems, Lighting inverters and Power Correction Systems</p>
Start	1/11/2017
End	1/11/2017
Manager	Broussard, Linda

Dept.	Human Services
Division	2500000701-Library Services
Title	Customer Service Specialist
Grade(s)	15
Type	Part-Time (with benefits)
Position #	#00002972
Vacancy	1/1/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides public service in the circulation area to register and issue library cards, check out materials, accept payments for fines and fees, handle inquiries and resolve customer account problems. Fills and processes holds and performs a variety of other clerical tasks.</p> <p><u>MINIMUM QUALIFICATIONS</u> One year of related work experience in customer service.</p> <p>Must successfully complete the Library Software and cash handling procedures training within 60 days of hire date.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><u>ESSENTIAL FUNCTIONS</u> Provides public service at the Circulation Desk in person and on the phone.</p> <p>Collects payments for fines, fees, book sale items and supplies.</p> <p>Resolves customer account problems. Waives or negotiates payment of charges, as appropriate.</p> <p>Checks library materials in/out, places holds, renews items, searches for and retrieves materials.</p> <p>Assists and trains customers to operate library equipment; troubleshoots basic equipment malfunctions.</p> <p>Reviews library card applications, verifies eligibility and identification, issues and/or updates library cards.</p> <p>Provides information about borrowing policies, library services and programs, etc.</p> <p>Fills and processes hold requests.</p> <p>Uses PC and specialized software, payment transaction system, and other library equipment (self-check machines, laser, printer, copier, etc.)</p> <p>Performs assigned support tasks, sorting, shelving and other clerical duties.</p>
Start	1/11/2017
End	1/11/2017
Manager	Broussard, Linda

Dept.	Human Services
Division	2500000711-Library Services
Title	Customer Service Specialist
Grade(s)	15
Type	Part-Time (with benefits)
Position #	#00009096 & #00002918
Vacancy	1/6/2017
Job Duties	<p><u>JOB SUMMARY</u> Provide public service in the circulation area to register and issue library cards, check out materials, accept payments for fines and fees, handle inquiries and resolve customer account problems. Fill and process holds and perform a variety of other clerical tasks.</p> <p><u>MINIMUM QUALIFICATIONS</u> One year of related work experience in customer service.</p> <p>Applicants who speak English and Spanish fluently may be given preference at some library locations.</p> <p>The successful applicant must have the ability to stand, walk and sit to use a computer workstation for extended periods of time, occasionally push and/or pull a loaded shelving cart weighing up to 150 pounds, and occasionally lift up to 30 pounds.</p> <p><u>ESSENTIAL FUNCTIONS</u> Provide public service at the Circulation Desk in person and on the phone.</p> <p>Collect payments for fines, fees, book sale items and supplies.</p> <p>Resolve customer account problems. Waive or negotiate payment of charges, as appropriate.</p> <p>Check library materials in/out, place holds, renew items, search for and retrieve materials.</p> <p>Assist and train customers to operate library equipment; troubleshoot basic equipment malfunctions.</p> <p>Review library card applications, verify eligibility and identification, issue and/or update library cards.</p> <p>Provide information about borrowing policies, library services and programs, etc.</p> <p>Fill and process hold requests.</p> <p>Use PC and specialized software, payment transaction system and other library equipment (self check machines, laser, printer, copier, etc.)</p> <p>Perform assigned support tasks, sorting, shelving and other clerical duties.</p>
Start	1/9/2017
End	1/9/2017
Manager	Broussard, Linda

Dept.	Human Services
Division	2500000711-Library Services
Title	Shelver 11
Grade(s)	11
Type	Part-Time (with benefits)
Position #	#00003139
Vacancy	1/21/2017
Job Duties	<p><u>JOB SUMMARY</u> Empties book drops, sorts and shelves library materials, fills and processes holds, and checks in library materials.</p> <p><u>MINIMUM QUALIFICATIONS</u> Must be 16 years of age or older at time of hire.</p> <p>Due to the nature of this position, successful applicants 18 years or older are subject to a background check.</p> <p><u>ESSENTIAL FUNCTIONS</u> Empties book drops and soft carts.</p> <p>Sorts library materials on carts by call number.</p> <p>Shelves library materials in proper alphabetic or numeric order.</p> <p>"Shelf reads" to ensure materials are in proper order.</p> <p>Fills and processes hold requests.</p> <p>Searches for materials, as requested.</p> <p>Shifts collection, when needed.</p> <p>Checks in library materials.</p> <p>Performs assigned support tasks.</p> <p><u>WORKING CONDITIONS</u> Work is performed primarily in an indoor environment. Exposure to extreme temperatures, both hot and cold, when emptying outside book drops. Significant standing and walking. Requires ability to bend, kneel, stoop, reach up to six feet (with or without a step stool), lift up to 30 pounds, and push/pull a loaded shelving cart weighing up to 150 pounds.</p>
Start	1/11/2017
End	1/11/2017
Manager	Broussard, Linda

Dept.	Human Services
Division	2500000714-Library Services
Title	Public Health Nurse/Immunizations - FROM REQ 17-4906
Grade(s)	16
Type	Full-Time
Position #	#00002025
Vacancy	1/6/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides nursing and case management services to assigned clients. Provides medical-legal record management, community outreach, education, and positive public relations. Promotes the infrastructure of the Health Department.</p> <p><u>MINIMUM QUALIFICATIONS</u> <u>Grade 30</u> Professional licensure in the State of Utah as a Registered Nurse.</p> <p>A valid Driver's License, insurance, and access to a private vehicle is required.</p> <p>It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria & Pertussis) vaccine before beginning employment or provide a copy of their immunization record prior to starting employment. The immunization record must show the vaccine name and date received.</p> <p>Upon hire, a two-step Tuberculosis skin test will be required. The first will need to be placed prior to starting employment.d.</p> <p>Successful completion of a criminal background check.</p> <p><u>ESSENTIAL FUNCTIONS</u> Provides professional nursing services and case management to assigned clients in a clinical, community, and/or infectious disease/epidemiological setting.</p> <p>Utilizes established standards of practice, nursing knowledge, and agency policies and procedures.</p> <p>Assesses health needs and priorities using appropriate assessment tools.</p> <p>Educates and refers clients to appropriate resources.</p> <p>Maintains and facilitates a current referral/resource network and patient follow-up and monitoring system.</p> <p>Provides timely interventions and prioritization of all work assignments and accurate and professional medical-legal documentation of client interventions.</p> <p>Ensures compliance to all regulations pertaining to record management. (i.e., HIPAA and GRAMA).</p> <p>Monitors assigned work area's medical inventory, equipment or durable/ sellable goods, as may be assigned.</p> <p>Prepares, analyzes and submits professional plans, guidelines, protocols, and reports.</p>
Start	1/17/2017
End	1/17/2017
Manager	Bond, James

Dept.	Human Services
Division	2500000716-Library Services
Title	Shelver 11
Grade(s)	11
Type	Part-Time (with benefits)
Position #	#00003084
Vacancy	1/16/2017
Job Duties	<p><u>JOB SUMMARY</u> Empties book drops, sorts and shelves library materials, fills and processes holds, and checks in library materials.</p> <p><u>MINIMUM QUALIFICATIONS</u> Must be 16 years of age or older at time of hire.</p> <p>Due to the nature of this position, successful applicants 18 years or older are subject to a background check.</p> <p><u>ESSENTIAL FUNCTIONS</u> Empties book drops and soft carts.</p> <p>Sorts library materials on carts by call number.</p> <p>Shelves library materials in proper alphabetic or numeric order.</p> <p>"Shelf reads" to ensure materials are in proper order.</p> <p>Fills and processes hold requests.</p> <p>Searches for materials, as requested.</p> <p>Shifts collection, when needed.</p> <p>Checks in library materials.</p> <p>Performs assigned support tasks.</p> <p><u>WORKING CONDITIONS</u> Work is performed primarily in an indoor environment. Exposure to extreme temperatures, both hot and cold, when emptying outside book drops. Significant standing and walking. Requires ability to bend, kneel, stoop, reach up to six feet (with or without a step stool), lift up to 30 pounds, and push/pull a loaded shelving cart weighing up to 150 pounds.</p>
Start	1/17/2017
End	1/17/2017
Manager	Broussard, Linda

Dept.	Public Works
Division	4100000000-Animal Services
Title	Animal Control Officer
Grade(s)	12
Type	Full-Time
Position #	#00002253
Vacancy	1/1/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Enforces County and contract-city ordinances governing the care and control of animals. Patrols assigned area(s), captures and impounds animals, investigates and resolves public complaints. Provides education and advice to the public.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Three (3) years experience in the care and handling of domestic animals, including livestock; OR an equivalent combination of related experience and education.</p> <p>Related experience may include any combination of the following: working as an animal control officer; working in a professional setting such as an animal shelter, veterinary office or similar environment; working in an enforcement environment, such as code enforcement, law enforcement, corrections, or security.</p> <p>Related education may include a degree in a related field, such as Animal Sciences, Veterinary Technician, Criminal Justice or Criminology, and Public Relations.</p> <p>Must receive a verified negative test result on a mandatory drug test before starting in this position.</p> <p>Will be subject to random alcohol and drug testing.</p> <p>May be subject to post accident and reasonable suspicion alcohol and drug testing.</p> <p>Must possess a valid Utah Driver's License on hire date to operate a Salt Lake County vehicle.</p> <p>Preference may be given to applicants who possess current Peace Officer Standards and Training (POST) certification.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Receives and responds to animal-related calls by utilizing 2-way radio communication, an in-vehicle computer system and related software.</p> <p>Operates a medium-sized vehicle to patrol assigned area(s). Routinely checks for unlicensed or unvaccinated animals. Licenses animals in the field and collects license and/or delinquent fees, and other fees such as on-site impounds and animal turnover following County policy.</p> <p>Investigates complaints of animal cruelty and determines the appropriate course of action, such as providing owner education, removing the animal, or other actions.</p> <p>Issues verbal warnings, civil and criminal citations for violations of the animal control ordinances.</p> <p>Locates, apprehends and impounds animals that are stray, abandoned, rabid, in distress and/or dangerous by safely utilizing a variety of tools and techniques. Observes and evaluates the condition of animals, provides basic first-aid, and transports injured/sick animals to veterinary facilities. Performs humane euthanasia to prevent pain and suffering of severely injured/sick animals.</p> <p>Responds to and resolves nuisance complaints by educating animal owners and complainants about animal control ordinances, and providing advice.</p> <p>Investigates complaints of animal bites, places animals under appropriate quarantine and delivers bite specimens to labs for suspected rabies.</p> <p>Maintains computerized and paper-based logs of all daily activities. Completes animal identification and tracking forms, documents action taken on all cases, writes reports, performs data entry and updates records of recurring violations.</p> <p>Participates in court proceedings. Interviews witnesses and provides the District Attorney with pertinent information. Testifies in court as necessary.</p> <p>Maintains assigned vehicle and equipment, and disinfects animal transportation cages.</p> <p>Assists in training new officers and provides performance feedback to supervisors.</p>
Start	1/13/2017
End	1/13/2017
Manager	Lewis, Robert

Dept.	Public Works
Division	4400000000-Public Works Operations
Title	Sweeper Operator
Grade(s)	18
Type	Full-Time
Position #	#00007535
Vacancy	1/1/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Operates a motor sweeper used in street, parking lot, and gutter cleaning. Operates heavy equipment for maintenance of storm drains, drainage areas, construction areas, and snow removal.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Two (2) years of closely related experience and six (6) months operating a sweeper, jet rod / vactor equipment.</p> <p>Class "A" CDL with tanker endorsement</p> <p>Understanding of water quality requirements and; confined space entry procedures</p> <p>Must receive a verified negative test result on a mandatory drug test before starting in this position.</p> <p>Will be subject to random alcohol and drug testing.</p> <p>May be subject to post accident and reasonable suspicion alcohol and drug testing.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Operates a motor sweeper on streets, parking lots, and gutters; selects effective and efficient methods to cover assigned route.</p> <p>Operates Jet Rod/Vactor for cleaning of storm lines, manholes, and catch basins</p> <p>Operates equipment used for snow removal</p> <p>Performs pre-trip inspection of equipment; performs daily servicing including lubrication; reports mechanical or equipment problems; makes minor adjustments</p> <p>Assists in Flood Control, District and Construction activities as assigned; performs manual labor</p> <p>Complies with all safety requirements; wears and uses all appropriate personnel protective safety equipment; reports hazardous conditions</p> <p>Responds to public inquiries courteously; demonstrates cost-effectiveness with the use of county resources</p> <p>Keeps daily records and maintenance logs</p> <p>Trains new and less experienced operators in the use of equipment and safety procedures</p>
Start	1/5/2017
End	1/19/2017
Manager	Ballif, Jodi