

Dept.	Administrative Services
Division	605000000-Information Services
Title	Business Technology Partner **OPEN UNTIL FILLED**
Grade(s)	21
Type	Full-Time
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Acts as liaison between the Information Technology (IT) division and other to ensure the County is receiving the best technology and support solutions to manage the operational aspects of the business and align with the County's visions and goals.</p> <p>Improves existing systems and business processes; provides new and innovative technology solutions; supports a progressive, effective, and efficient government; envisions and prepares the County for the future.</p> <p>Leads peers, business analysts and customers to improve communication and improve processes in agencies and departments, acting as a key business sponsor and representative to the IT organization.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Twelve (12) years of directly related business analyst experience in a similar environment, size and scope, or a Bachelor's degree in an Information Technology field or business, plus eight (8) years of equivalent business analyst experience in a similar environment, size and scope.</p> <p>A minimum of two (2) years of experience managing staff including hiring, firing, mentoring and training.</p> <p>Professional certification in technology and/or project management preferred.</p> <p><u>ESSENTIAL FUNCTIONS.</u></p> <p>Stays current with technical knowledge in information systems, detailed knowledge of business processes and best practices.</p> <p>Delivers the strategic vision for technology and process improvement supporting County agencies and departments, working within the technology architecture and roadmap.</p> <p>Communicates roadmap for applications and infrastructure for roadmaps that support various agencies and departments, including maintenance, projects, enhancements, upgrade path, etc. S</p> <p>Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.</p> <p>Understands and documents current business process flows, including "pain points". Designs and successfully implements future state business process improvements.</p> <p>Aligns system investments and process improvements with current and future strategies, emerging business models and functional requirements.</p> <p>Partners with agencies and departments to identify and assess changes in business processes and technology needs.</p> <p>Determines and communicates associated training needs for business process and technology.</p> <p>Participates in change management tasks and risk impact evaluation.</p> <p>Coordinates with a team of indirect reports, users, and consultants that span technical and functional areas.</p> <p>Serves as the escalation point for Information Technology on agency and department issues.</p> <p>Manages the RFP process, including documentation for RFPs, business requirements, and technical analysis.</p> <p>Works with budget committee to identify annual operational and capital budgets for the assigned group and the IT organization as a whole. Matches appropriations for specific programs with appropriations for broader programs, including items for emergency funds.</p> <p>Develops IT cost metrics for budgeting and employee headcount analysis, current and projected.</p> <p>Prepares projections on IT capital budget and monitor expenditure levels.</p> <p>Evaluates IT key performance indicators. Analyzes monthly department budgeting and accounting reports to maintain expenditure.</p> <p>Leads and influences peers, customers and staff in executing the vision, mission and goals of the County.</p> <p>Fosters an innovative, collaborative, success-oriented team environment.</p> <p>Develops and maintains effective working relationships with customers, vendors, users, and subordinates, support</p>
Position #	#00003494
Vacancy	6/11/2015
Start	1/31/2017
End	2/14/2017
Manager	Overhuls, Beth

Dept.	Administrative Services
Division	6300000000-Facilities Services
Title	Construction & Maintenance Spec - Roofing/Carpentry
Grade(s)	11
Type	Full-Time
Job Duties	<p><u>JOB SUMMARY</u> Performs a variety of journey level carpentry and maintenance work on all Salt Lake County facilities.</p> <p><u>MINIMUM QUALIFICATIONS</u> Four (4) years carpentry experience.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</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 at time of hire to operate a Salt Lake County vehicle.</p> <p><u>ESSENTIAL FUNCTIONS</u> Performs journey level rough and finish carpentry, dry walling, and painting.</p> <p>Performs construction and repair work on County facilities which include: reading, interpreting and working from blueprints or diagrams.</p> <p>Performs maintenance and repair on furniture, building fixtures, and plumbing as needed.</p> <p>Designs, assembles/disassembles, relocates, and repairs Steelcase partitions and work stations.</p> <p>Operates various paint equipment and stripping machines.</p> <p>Performs journey level construction and maintenance work on curbs, gutters, waterways, sidewalks, retaining walls and flatwork within Salt Lake County.</p>
Position #	#00003562
Vacancy	10/16/2016
Start	1/27/2017
End	2/10/2017
Manager	Fritz, Jan

Dept.	Elected Offices
Division	1020000000-Mayor Administration
Title	Constituent Services Specialist - Appointed
Grade(s)	0
Type	Appointed
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Answers telephone(s), screens and routes calls, takes messages.</p> <p>Provides routine information and resolves citizen problems in person or over the telephone using policies, procedures, tables, charts, ledgers, etc.</p> <p>Hands out forms, pamphlets, booklets, applications, etc.</p> <p>Assists clients/customers in filling out forms and applications, etc.</p> <p>Refers to and interprets laws and ordinances, office or division policy and procedures.</p> <p>Receives, opens, sorts, stamps and distributes mail.</p> <p>Performs mathematical calculations including addition, subtraction and multiplication.</p> <p>Copies documents using a copy machine. Copies, collates, staples and binds reports, contracts and other documents.</p> <p>Maintains reports, logs and/or lists.</p> <p>Reviews a variety of material and extracts required data.</p> <p>Sets up, prepares and maintains office/division alphabetical, chronological, numerical, and/or subject matter files.</p> <p>Sorts and files materials using manual and automated alphabetic, numeric, chronological or color coded filing systems.</p> <p>Checks files for duplicate, missing or misfiled items; purges and/or archives files and records.</p> <p>Operates a personal computer to input, store, retrieve, edit and delete information to/from a database.</p> <p>Enters or posts data to documents, ledgers, spreadsheets, etc.</p> <p>Inputs data using a variety of patterns, formats and variations.</p> <p>Proofreads entered data and makes appropriate corrections.</p> <p>Uses a personal computer or typewriter to transcribe documents from handwritten copy.</p> <p>Types form letters, standard responses and original replies to incoming correspondence.</p> <p>Type's general correspondence from handwritten or printed drafts.</p> <p>Proofreads documents for typographical errors, etc.</p> <p>Edits documents for errors in format, clarity, sense and/or completeness.</p> <p>Performs all such duties and assignments as provided by the Mayor.</p> <p><u>RECOMMENDED QUALIFICATIONS</u></p> <p>Three years of experience in a field closely related to these duties; OR an equivalent combination of related education and experience</p>
Position #	#00000069
Vacancy	1/31/2017
Start	1/23/2017
End	1/23/2017
Manager	Pitt, Angie

Dept.	Elected Offices
Division	9120000000-COUNTY JAIL
Title	Jail Assessment Specialist
Grade(s)	10
Type	Full-Time
Job Duties	<p><u>JOB SUMMARY</u> Interviews, researches, and assesses prisoners for risk, need, drug use and mental health.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>One (1) year of full-time experience working in an administrative capacity in a professional office setting (government office, clinic or physician office, court or legal office, etc.).</p> <p>Must be 18 years of age, a U.S. citizen, pass a Sheriff's Office background check, a data entry skills test and be BCI certifiable.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Conducts risk, need, drug use, and mental health screen for all incoming prisoners.</p> <p>Explains and administers consent form to prisoners being assessed.</p> <p>Conducts additional assessments for qualified prisoners.</p> <p>Communicates with other criminal justice and treatment agencies.</p> <p>Responds to prisoner requests and questions.</p> <p>Maintains supplies for the Jail Assessment Team.</p>
Position #	#00009036
Vacancy	2/14/2017
Start	1/31/2017
End	2/10/2017
Manager	Lucey, Carita

Dept.	Elected Offices
Division	9120000000-COUNTY JAIL
Title	Warehouse/Dockworker
Grade(s)	10
Type	Full-Time
Job Duties	<p><u>JOB SUMMARY</u> Under general supervision, operates a major centralized jail stores facility to support the Metro and Oxbow Jails, the Sheriff's Office Building, and Special Operations Building facilities. Controls the inventory, unloading and delivery of supplies and prisoner meals; disposal of bio-hazardous materials generated by the prisoner populations, proper security for the destruction of confidential documents and recycling of paper and cardboard; and movement of over 1.5 tons of trash monthly from within the jails.</p> <p><u>MINIMUM QUALIFICATIONS</u> One (1) year of related experience and training in a dock or warehouse environment.</p> <p>Related experience may include verifying deliveries to a dock, comparing packing slips to contents and original order, pulling warehouse items for delivery, delivering orders to proper destination, keeping accurate records using a computer tracking system, proper storage and handling of merchandise, and maintaining accurate inventory levels.</p> <p>Preference may be given for experience with an automated inventory control system.</p> <p><u>ESSENTIAL FUNCTIONS</u> Receives inventory and maintains security of the docks by verifying identification of persons entering/exiting the dock or warehouse area; checks trucks and semi trailers to ensure no contraband enters jail; inspects and verifies all deliveries and packing slips and invoices for content to original order.</p> <p>Unloads and stores inventory in appropriate bins, shelves and pallets, and rotates stock.</p> <p>Pulls and delivers orders using tugs, carts, trailers, or trucks; distributes janitorial supplies and other orders to prisoner pods, offices, and other buildings on Sheriff's Office campus.</p> <p>Delivers breakfast, lunch and dinner meals prepared by contracted food services workers and prisoners to the units in the jails three times a day.</p> <p>Prepares requisitions, purchase orders, inventory control records, approves packing slips invoices, and delivery paperwork.</p> <p>Picks up, secures, and disposes all bio-hazardous waste created during intake of prisoners, and in medical units by the Doctor, Dentist and nursing staff; responds to emergencies in the pods to remove and dispose of bio-hazardous materials in accordance with OSHA regulations.</p> <p>Removes all garbage from the Metro Jail and Oxbow Jail facilities, trash and garbage equaling more than 1.5 tons monthly using industrial trash compactor; sorts recyclable cardboard and tracks amounts for refund back to Jail budget; maintains security and storage for medical and prisoner documents identified to be picked up by contracted shredding vendor.</p> <p>Provides warehouse and yard maintenance (including snow removal) to eliminate safety hazards, strips and waxes office floors; maintains equipment, ensures stock is arranged according to safety and security standards; performs walk through inspections of area and stock.</p> <p>Operates forklifts, electric and manual pallet jacks, tugs, trucks, or other light equipment to move materials in warehouse and for distribution; maintains OSHA certifications and follows safety procedures for storing and stacking of inventory.</p> <p>Assists Clothing Unit with movement of laundry carts throughout the Metro Jail, and transporting laundry to and from the laundry facilities at the Oxbow Jail.</p>
Position #	#00001418
Vacancy	2/25/2017
Start	1/26/2017
End	2/8/2017
Manager	Lucey, Carita

Dept.	Human Services
Division	2150000000-Health Dept.
Title	DIETITIAN- WIC Program/TRANSCRIPTS REQUIRED
Grade(s)	14
Type	Full-Time
Job Duties	<p><u>JOB SUMMARY</u> Provides specialized nutritional counseling, medical nutrition therapy and follow-up for medically nutritionally compromised clients. Develops, plans and provides nutrition education. Determines eligibility of clients in the Women, Infants and Children (WIC) Program. Promotes, supports and educates breastfeeding women.</p> <p><u>MINIMUM QUALIFICATIONS</u> Must be registered and certified as a Dietitian; OR must be eligible for certification under the Dietitian Certification Act by six months of hire, AND must possess a Bachelor's degree in Dietetics, Human Nutrition, Community Nutrition, Clinical Nutrition, Public Health Nutrition, Nutritional Sciences, Food Systems Management, or Food Sciences and an approved dietetic internship.</p> <p>The successful applicant(s) must be certified with the State of Utah and the ADA commission on Dietetic Registration within six (6) months of hire.</p> <p>May be required to be an insured driver with a valid Driver License issued by the state of Utah as required for job responsibilities.</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.</p> <p>Preference may be given to applicants bilingual in Spanish/English. Bilingual applicants are required to read, write, and speak English and Spanish fluently.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><u>ESSENTIAL FUNCTIONS</u> Evaluates and assesses high risk clients to provide medical nutrition therapy.</p> <p>Consults with family physicians or other health care providers on nutrition related medical problems to ensure proper food prescriptions.</p> <p>Evaluates special formula requests in relationship to diagnosis.</p> <p>Approves and/or obtains prescription from prescriptive authority.</p> <p>Determines and establishes appropriate nutrition intervention based on client assessment.</p> <p>Initiates tracking and follows high risk clients to monitor health status and refers when additional intervention is needed.</p> <p>Assigns and tailors appropriate food packages to meet the nutritional needs of the client.</p> <p>Assists the supervisor in planning, developing, implementing and evaluating the Nutrition Education plan.</p> <p>Assesses and evaluates clients' education level, cultural background, values, and beliefs to personalize counseling in order to better meet their needs.</p> <p>Provides nutrition education on an individual basis or in a group setting for various needs of the target population, especially nutritional needs for pregnancy, breastfeeding, infants and children, postpartum, teens, mothers and other health related issues such as substance abuse and smoking cessation.</p> <p>Develops and presents nutrition education in-service for staff.</p> <p>Reviews and researches current literature to prepare new educational materials for nutrition classes.</p> <p>Determines eligibility of Women's, Infants and Children (WIC) applicants using State WIC Policies and Procedures.</p> <p>Assesses and assigns nutrition risk factors by using biochemical data, anthropometrical data, medical history, and diet history.</p> <p>Assigns and tailors appropriate food packages to meet the individualized nutritional needs of clients.</p> <p>Refers clients to other community resources as needed.</p>
Position #	#00002158 & #0002156
Vacancy	8/27/2016
Start	1/25/2017
End	2/4/2017
Manager	MacDonald, Iliana

Dept.	Human Services
Division	2150000000-Health Dept.
Title	Public Health Nurse - Part-time with benefits
Grade(s)	16
Type	Part-Time (with benefits)
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.</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>
Position #	#00002141
Vacancy	2/5/2017
Start	1/31/2017
End	2/7/2017
Manager	Peterson, Kami

Dept.	Human Services
Division	2150002022-Health Dept.
Title	Community Health Education Coordinator
Grade(s)	14
Type	Full-Time
Job Duties	<p><u>JOB SUMMARY</u> Coordinates countywide community health education activities for the agency. Promotes health-related community outreach, organizes and builds coalitions to address population-based public health goals.</p> <p><u>MINIMUM QUALIFICATIONS</u> Graduation from an accredited college or university with a Bachelor's Degree in Health Promotion, Health Education, Community or Public Health Education, Behavioral Science and Health with an emphasis in Health Education, plus two (2) years of related full-time experience in health promotion or health education; OR an equivalent combination of education and experience.</p> <p>Certified Health Education Specialist (CHES) is preferred.</p> <p>Must have a valid driver's license at the time of hire and reliable means of transportation.</p> <p>It is mandatory all new hires receive the Tdap (Tetanus, Diphtheria & Pertussis) vaccine before beginning employment or provide a copy of their immunization card prior to starting. The immunization card must show the vaccine name and date received.</p> <p><u>ESSENTIAL FUNCTIONS</u> Coordinates activities of Health Promotion staff to meet the requirements of State and Federal grant contracts.</p> <p>Assists in developing, planning and implementing county-wide health education, behavior risk reduction and outreach programs.</p> <p>Assesses health education needs and priorities of various populations using appropriate assessment tools.</p> <p>Monitors and evaluates program compliance and program budgets with grants and contracts expectations.</p> <p>Coordinates collection of data measuring effectiveness against established program criteria, integrity and compliance.</p> <p>Develops, implements, and coordinates community health programs, guiding community leaders to address population based health issues.</p> <p>Provides training to program staff about needed health promotion topics.</p> <p>Helps management team with organizing and sustaining community Health Coalitions.</p> <p>Provides connections between Salt Lake County Health Department and community groups and coalitions.</p> <p>Recruits membership to community health coalitions among Government agencies, Healthcare organizations, businesses, community, educational, special interest groups, and the general public.</p> <p>Develops and prepares required reports, documents, statistical information, and presentations.</p> <p>Assists in developing accurate and credible press releases, public service announcements and developing health information.</p> <p>Responds as part of the Department Emergency Communications Team.</p>
Position #	#00008762
Vacancy	2/5/2017
Start	1/31/2017
End	2/6/2017
Manager	Sluga, Darrin