

Dept.	Administrative Services
Division	605000000-Information Services
Title	Business Application Analyst
Grade(s)	16
Type	Full-Time
Position #	#00003500
Vacancy	1/16/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Acts as a liaison between Salt Lake County's User community and Information Technology (IT) organization to solicit, define, and manage requirements for internal and external mainframe development projects including new applications as well as updating existing applications. Acts as a subject matter expert for the County's mainframe systems and knowledgeable about the specific technology that supports the mainframe applications and programs.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Eight years of experience in a closely related field OR a Bachelor's degree from an accredited college or university in Computer Science or other closely related field plus four (4+) years of related 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>The successful applicant must provide documentation of eligibility to work in the United States without sponsorship.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Analyzes current business processes, applications, performance indicators, and best practices in order to determine the optimal business software solutions current and future.</p> <p>Partners with business users to fully surface their requirements; conducts interviews with key project stakeholders, documents and presents the results.</p> <p>Analyzes business processes, their workflows and relationships to current and future software solutions.</p> <p>Defines and documents wireframes, project description and project scope, secures stakeholders approval.</p> <p>Translates business requirements to technical staff in order to meet the User community expectations on new and updated software applications.</p> <p>Assists business users, project managers and IT leadership in optimizing the scope, benefits and risks of proposed projects; helps manage expectations of users and management.</p> <p>Manages the impact of change requests; manages user acceptance testing, training and the change process.</p>
Start	3/10/2017
End	3/24/2017
Manager	Dudley, Andrew

Dept.	Elected Offices
Division	7900000000-Clerk
Title	Marriage and Passport Specialist - Part-Time with Benefits
Grade(s)	11
Type	Part-Time (with benefits)
Position #	#00009367
Vacancy	1/1/2017
Job Duties	<p><u>JOB SUMMARY</u> Performs marriage, passport and Notary services</p> <p><u>MINIMUM QUALIFICATIONS</u> Two (2) years of experience in a closely related field, or an equivalent combination of education and experience. Must be a US Citizen and 18 years of age or older at time of hire.</p> <p>Incumbent is subject to a background check conducted by the U.S. Department of State.</p> <p>Must possess or obtain a Notary Public Certification within the first six months of employment.</p> <p><u>ESSENTIAL FUNCTIONS</u> Performs marriage licensing services</p> <p>Conducts and performs public marriage ceremonies as an official deputy county clerk</p> <p>Performs passport services</p> <p>Performs cashiering duties following County policies and procedures</p> <p>Performs and processes credit card orders and resolves any related customer issues</p> <p>Provides excellent customer service</p> <p>Maintains a currant notary certificate and performs public notary duties</p> <p>Administers oaths of office as an official deputy county clerk</p> <p>Scans, indexes and transmits marriage licenses and applications to the state office of vital records</p> <p>Performs general clerical tasks in support of the Clerk's Office</p>
Start	3/13/2017
End	3/20/2017
Manager	Dodge, Allison

Dept.	Elected Offices
Division	9120000000-COUNTY JAIL
Title	Control Room Operator
Grade(s)	12
Type	Full-Time
Position #	#00001108
Vacancy	3/3/2017
Job Duties	<p><u>JOB SUMMARY</u> Monitors and controls the security access and movements in, out and within the Jails.</p> <p><u>MINIMUM QUALIFICATIONS</u> Two (2) years of directly related experience. (Corrections, Security, Law Enforcement, Loss Prevention, Video Surveillance, Call Center)</p> <p>Due to the nature of this position the successful applicant must pass a required background investigation.</p> <p>Must be 18 years of age or older. Must be a U.S. Citizen. Pass the Sheriff's Office required Drug Test.</p> <p><u>ESSENTIAL FUNCTIONS</u> Controls employee, prisoner, visitor, and volunteer, access to secure doors, booking and visiting areas, units, halls, and high traffic areas. Remotely monitors movement throughout jails, identifies emergency situations and calls for appropriate correctional and/or medical emergency response and expedites access through the Jail. Observes prisoners within common areas of housing units, Booking, Visiting, halls, and other areas of jails and secure exterior perimeters Responds to panel alarms, watch tour time outs, intercom communications with prisoners and staff; performs "all-calls" and remote lock down of unit or facility or facilitates emergency evacuations using override or manual protocols. Receives and dispatches information, requests, and instructions at the direction of supervisors or commanders to perform call out for specialized units. Observes and participates in testing controls for alarms, doors, and elevators and monitors electronic security systems for alarms and problems. Greets visitors and volunteers at Administration Desk, answers phones, compiles reports and assists public. Monitors and tests recording equipment for cameras; downloads and copies video. Monitors and controls radio traffic within facility, including shutting down non-emergency traffic during a crisis situation. Prepares daily logs and reports and enters information into databases to capture daily activities.</p>
Start	1/26/2017
End	2/9/2017
Manager	Lucey, Carita

Dept.	Human Services
Division	215000000-Health Dept.
Title	Community Cleanup Coordinator
Grade(s)	15
Type	Full-Time
Position #	#00009374
Vacancy	2/16/2017
Job Duties	<p><u>JOB SUMMARY</u> Coordinates and participates in transient encampment clean-up activities with municipalities, state agencies, law enforcement and other organizations to abate public and environmental health concerns.</p> <p><u>MINIMUM QUALIFICATIONS</u> Must be licensed as an Environmental Health Scientist in the State of Utah and three (3) years of experience in environmental health.</p> <p>A valid Driver's license to operate a vehicle may be required.</p> <p>Must receive a verified negative test result on a mandatory drug test before starting in this position. Will be subject to random alcohol and drug testing. May be subject to post accident and reasonable suspicion alcohol and drug testing.</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 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>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> Coordinates and participates in transient encampment clean-up including biological waste, and response activities with federal, state and municipal agencies, organizations and businesses.</p> <p>Designs and implements tailored response plans and protocols specific to involved agencies, organizations and businesses.</p> <p>Plans, directs and delegates assignments of environmental health staff and community cleanup workers in community cleanup activities and related program assignments.</p> <p>Monitors and evaluates Closed-to-Entry and Closed-to-Occupancy Orders throughout the County. Follows up on resolved and active closure orders with environmental health scientists, supervisors and managers.</p> <p>Participates in multi-agency response efforts to resolve public and environmental health concerns with closed properties.</p> <p>Coordinates investigation, regulation and response activities of public lodging facilities, shelters and service organizations that provide housing, feeding and basic sanitation services for transient and homeless populations in the County.</p> <p>Creates, maintains and compiles program records, information and evidence. Tracks program time, resources, and expenses for community cleanup program. Coordinates information and record sharing with federal, state and municipal agencies.</p> <p>Conducts inspections and surveys, monitors and investigates places or individuals, and determines compliance with the laws. Issues notices and orders, initiates and negotiates compliance, and legal action if needed.</p> <p>Conducts studies and research into causes and solutions to environmental health problems, investigates methods and techniques, and develops and implements strategies for abatement and control.</p> <p>Collects and analyzes samples and specimens for field tests.</p> <p>Develops and implements public education programs; trains and educates citizens.</p> <p>Works with community organizations, governmental agencies, and community leaders to implement and maintain environmental programs.</p> <p>Prepares and gives reports, proposes and drafts regulations and procedures dealing with environmental health programs.</p> <p>Maintains and operates specialized equipment and ensures the equipment is in good repair, properly calibrated and stored.</p>
Start	3/12/2017
End	3/12/2017
Manager	Peterson, Eric

Dept.	Human Services
Division	2150001000-Health Dept.
Title	Bilingual Spanish/English - Office Specialist - Skills Test Required
Grade(s)	10
Type	Full-Time
Position #	#00001994
Vacancy	12/6/2015
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. The applicant</p> <p><u>MINIMUM QUALIFICATIONS</u> One (1) year of experience directly related to these duties.</p> <p>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>Due to the nature of this position, the successful applicant must pass a required background investigation. A valid Driver's License to operate a vehicle may be 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><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>Answers and directs incoming phone calls to appropriate staff.</p> <p>Greets visitors and performs customer service functions.</p> <p>Processes and issues monetary vouchers, certificates, and permits according to policies and procedures.</p> <p>Researches problems and initiates resolutions utilizing existing policies and procedures.</p> <p>Schedules functions, including client registration and client appointment reminders.</p> <p>Distributes public health information forms and other program documents.</p> <p>Analyzes and maintains program reports, logs, and lists.</p> <p>Types and edits documents and makes appropriate revisions.</p> <p>Processes, sorts, and distributes incoming and outgoing mail.</p> <p>Maintains office equipment.</p>
Start	3/8/2017
End	3/24/2017
Manager	Sosa, April

Dept.	Human Services
Division	2500000709-Library Services
Title	Library Shelver-INTERNAL TRANSFER
Grade(s)	7
Type	Part-Time (with benefits)
Position #	#00003159
Vacancy	3/20/2017
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></p> <p>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></p> <p>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></p> <p>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	3/12/2017
End	3/12/2017
Manager	Broussard, Linda