
RECRUITMENT ANNOUNCEMENT

Wasatch Mental Health Services S.S.D.

750 North 200 West

Provo, Utah 84601

Phone: (801) 373-4760 Fax: (801)373- 0639

Employment website: www.wasatch.org

ISSUE DATE: February 3, 2012 CLOSING DATE: February 17, 2012 at 5:00 PM

POSITION: Human Resource Director

LOCATION: Administration

FULL TIME – Excellent Benefit Package Offered

SCHEDULE: 8:00 AM - 5:00 PM

Monday - Friday

(Hours may vary slightly depending on program needs)

This position will start on April 9, 2012

SALARY: Grade 32

\$ 30.35 - \$ 39.81 (Probation – Step E on salary schedule)*

Meeting minimum qualifications

***Wage determined upon outside experience in excess of minimum qualifications**

MINIMUM QUALIFICATIONS – Master’s degree in human resource management, public administration, or a related field; and three (3) years progressively responsible experience performing attached duties; specific experience in human resource management; may underfill with BS degree and 3 additional years of management experience; professional certification as PHR or SPHR; or a combination of education and experience.

JOB DESCRIPTION: See attached Job Description for a summary of duties related to this position.

ADDITIONAL REQUIREMENTS: PLEASE ATTACH A COVER LETTER that explains your experience working in a governmental setting with a merit system and with electronic HRIS systems.

An additional PACKET OF INFORMATION supplied by the Agency will be sent to applicants after initial application is received for final consideration for the position.

Applicant selected to fill position must provide acceptable driving record (verification from DMV), submit to pre-hire drug screen; and receive clearance on BCI (criminal background clearance) from Utah State Office of Licensing.

PLEASE SUBMIT APPLICATIONS and COVER LETTER to the Central Reception Area
Wasatch Mental Health Services Special Service District, 750 North 200 West, Provo, Utah 84601
or submit on-line at www.wasatch.org .
