

APRIL 13th, 2016
MANAGEMENT CONFERENCE

Davis Conference Center
1651 N 700 W, Layton

PERSONNEL TRACK

Facilitator- Brad Dee, Human Resource Director, Weber County

7:30 **Breakfast**

8:30 **General Session**

10:15 **Organizational Culture:**

Jeff Mulitalo, Director of Business Intelligence, Department of Human Resource Management

Organizational culture is a system of shared assumptions, values, and beliefs, which governs how people behave in organizations. These shared values have a strong influence on the people in the organization and dictate how they dress, act, and perform their jobs. This course will provide specific ideas about what can be done to align a group's day-to-day practices and procedures with the cultural values it claims to have.

11:15 **Employee Development:**

Chris Ward, Training Director, Weber County

Learning happens all the time whether or not you are fully aware of it. Employee training is the responsibility of the organization. Employee development is a shared responsibility of management and the individual employee. The responsibility of management is to provide the right resources and an environment that supports the growth and development needs of the individual employee.

12:00 **Lunch**

1:30 **Lessons Learned from Suits against Public Entities:**

Jeremy Knight, Attorney, Strong & Hanni

Public entities are sued almost every day; they face the threat of a lawsuit more often than that. This session discusses some litigation risks in terms of recent suits and how to handle them in a way that will reduce the risk of your County and staff being sued and improve your prospects if you end up in court.

2:15 **Conflict of Interest—Outside Employment:**

Susan Black Dunn, Attorney, Dunn & Dunn

In order to prevent a possible conflict of interest or ensure compliance with a provision, it may be necessary for an employee to avoid, modify, or terminate an outside activity or affiliation. UCIP defense council will review these situations to help each county assess the risk of outside employment.

3:15

The Role of Risk Management in Human Resource Management:

Mark Brady, Assistant Director of Personnel, Utah County

Risks are inevitable and organizations have a moral and legal obligation to attend to the safety and well-being of those they serve, those who work for them and others who come into contact with their operations. Organizations need to look at all the risks throughout their entire operation and incorporate risk management into all planning and decision-making. However, the specific focus of this section is risk management as it applies to HR activities.

4:00

Creating a Better Job Description:

Rick Hughes, Director of Learning, Department of Human Resource Management

Job descriptions are an essential part of hiring and managing your employees. These written summaries ensure your applicants and employees understand their roles and what they need to do to be held accountable. The job descriptions also attracts the right job candidates and serves as a major basis for outlining performance expectations, job training, job evaluation and career advancement.