



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 402.1

Job Title: **HUMAN RESOURCES SPECIALIST**

Pay Grade: 17

GENERAL SUMMARY:

Coordinates human resources activities in a specialized area, such as recruiting, benefits, worker's compensation, training, employee relations, salary administration and/or testing, in order to select, develop and retain a qualified workforce in compliance with policies and procedures.

RESPONSIBILITIES:

- Performs professional work in a specialized human resources area, such as recruitment, benefits administration, worker's compensation, employee relations, salary administration or classified testing.
- Responds to various inquiries from the public and City departments.
- Interprets city-wide human resources policies and procedures.
- Conducts research and analyses to obtain information and prepare reports, projects and surveys.
- Reviews requests from departments to revise authorized listing of positions.
- Prepares salary analyses and recommendations.
- Responds to salary surveys from other organizations.
- Participates in job classification audits and special projects as required.
- Interviews, recruits, screens, refers, schedules and tests applicants for job vacancies.
- Prepares, posts and monitors job vacancies.
- Coordinates advertising to assist in recruiting efforts.
- Coordinates testing procedures for specific job classifications.
- Reviews deferred compensation emergency withdrawal requests.
- Prepares and updates various documents to communicate benefits information.
- Conducts benefits seminars and orientations.
- Serves as liaison to external groups (i.e. HMOs, PPOs, etc.).
- Provides administrative support regarding grievances, arbitrations and Civil Service Commission appeals.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Human Resources, Business Administration, Social Science, Liberal Arts or a related field.

SPECIFICATIONS: (continued)

EXPERIENCE:

One year of related professional experience in human resources is required. Pertinent experience at the professional level may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Human Resources Technician		
Human Resources Assistant		
Human Resources Specialist	or	Compensation Specialist
Senior Human Resources Specialist	or	Senior Compensation Specialist
Human Resources Supervisor		
Human Resources Manager		