



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 402.3

Job Title: **SENIOR HUMAN RESOURCES SPECIALIST**

Pay Grade: 21

GENERAL SUMMARY:

Coordinates and leads human resources activities to develop, select and retain qualified employees in compliance with applicable policies and procedures and fair employment statutes. Performs professional work in a specialized human resources area.

RESPONSIBILITIES:

- Performs professional human resources work in a specialized area, such as recruitment, benefits, worker's compensation, employee relations, salary administration or testing.
- Develops and revises city-wide human resources policies and procedures.
- Recruits, screens and fills municipal and classified vacancies. Recommends and creates selection tools.
- Coordinates and recommends advertising to assist in recruiting efforts.
- Oversees and coordinates testing procedures for specific job classifications.
- Reviews deferred compensation emergency withdrawal requests.
- Prepares and updates various documents to communicate benefits information.
- Coordinates divisional activities such as benefits seminars for departmental personnel liaisons, retirees, and police cadet indoctrinations.
- Serves as liaison to external groups (i.e. HMOs, PPOs, etc.).
- Analyzes source materials and creates promotional tests for Police and Fire classified positions.
- Administers and scores tests given to Police and Fire classified employees.
- Analyzes testing results to determine reliability of test questions and their impact on protected classes.

SPECIFICATIONS:

KNOWLEDGE:

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

SPECIFICATIONS: (continued)

EXPERIENCE:

Three years of related professional experience in human resources are 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 procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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 requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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		