



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 402.7

Job Title: **HUMAN RESOURCES SUPERVISOR**

Pay Grade: 24

GENERAL SUMMARY:

Provides general supervision and direction of personnel-related activities and personnel staff, ensuring compliance to policies and procedures.

RESPONSIBILITIES:

- Supervises and directs a personnel-related activity, i.e., recruitment, safety, training, benefits administration, salary administration, etc.
- Trains, develops and evaluates job performance of personnel.
- Analyzes and reviews statistical and other types of data to solve problems and forecast trends or projections.
- Develops, interprets and revises policies and procedures to enhance and improve operational efficiency and comply with regulations.
- Conducts and participates in special projects.
- Assists in preparing and monitoring budget procedures.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Social Science, Liberal Arts, or a related field. A related Master's degree may substitute for two years of the experience requirement.

EXPERIENCE:

Four years of related professional personnel experience are required.

Related experience beyond four years may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions such as hirings, terminations, and pay changes of nonsupervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. 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 moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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		

*Effective: October 1990
Revised: November 2019*