



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 402.9

Job Title: **ASSISTANT DIRECTOR-HUMAN RESOURCES (EXE LEV)**

Pay Grade: 32

GENERAL SUMMARY:

Provides direction of personnel-related activities to staff members ensuring compliance with City policies and procedures.

RESPONSIBILITIES:

- Assists in the formulation of policy and procedures and coordinates human resources activities.
- Assists in the preparation of human resources forecasts to project employment requirements.
- Consults with legal staff to ensure policies and procedures comply with Federal and State laws.
- Evaluates job performance of human resources supervisory staff and counsels regarding areas requiring improvement.
- Writes directives advising department managers of City policy regarding compensation, recruitment, safety, training, benefits, etc.
- Acts as the Human Resources Director in the Director's absence.
- Performs other related duties as required.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Seven years of administrative experience are required, with at least three of those years in a managerial capacity.

SUBSTITUTION:

A Master's degree may be substituted for two years of experience.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is non-standardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies, and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision, and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors and occasionally with Deputy Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement, or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or workflow or to facilitate service.

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 and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations, and controversies.

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 simple gross motor responses within large tolerances.

MISCELLANEOUS:

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

JOB FAMILY:

Assistant Director-Human Resources (Executive Level)

Effective Date: October 1990

Revised Date: April 2021