



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 404.5

Job Title: **HUMAN RESOURCES GENERALIST**

Pay Grade: 17

GENERAL SUMMARY:

In the Client Relations Division of the Human Resources Department, coordinates professional human resources activities in the areas of recruiting, benefits enrollment, training, employee relations, compensation/classification reviews and/or testing, in order to select, develop and retain a qualified workforce in compliance with policies and procedures in support of customer departments. Consults with customer departments while responding to their human resource needs by implementing new practices in response to workforce requirements.

RESPONSIBILITIES:

- Performs professional work in various areas of human resources such as recruitment, benefits enrollment, worker's compensation, employee relations, compensation/classification reviews or testing for customer departments.
- Responds to various inquiries from customer City departments and the public.
- Interprets human resources policies and procedures.
- Conducts research and analyses to obtain information and prepare reports, projects and surveys.
- Reviews requests from customer departments to revise authorized listing of positions.
- Conducts and prepares salary analyses and recommendations for customer departments.
- Participates in job classification audits and special projects as required.
- Coordinates advertising and testing procedures for specific job classifications; recruits, screens and fills vacancies for customer departments.
- Prepares and updates various documents to communicate benefits information.
- Conducts annual benefits open enrollment meetings for customer departments.
- Provides human resources 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.

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.

SPECIFICATIONS: (continued)

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 Generalist
Senior Human Resources Generalist
Human Resources Supervisor
Human Resources Manager

Effective: December 2010

Revised: September 2012