



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 404.6

Job Title: **SENIOR HUMAN RESOURCES GENERALIST**

Pay Grade: 21

GENERAL SUMMARY:

In the Client Relations Division of the Human Resources Department, coordinates and leads professional human resources activities to develop, select and retain qualified employees in compliance with applicable policies and procedures and fair employment statutes. Performs a variety of professional human resources work in support of customer departments.

RESPONSIBILITIES:

- Performs professional activities in various areas of human resources such as recruitment, benefits enrollment, employee relations, compensation/classification reviews or applicant testing for customer departments.
- Interprets and reviews and recommends revisions to human resources policies and procedures.
- Coordinates and leads other human resources professionals in advertising and testing procedures for specific job classifications; recruits, screens and fills vacancies for customer departments.
- Conducts annual benefits open enrollment meetings for customer departments.
- 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.

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.

SPECIFICATIONS: (continued)

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 Generalist
Senior Human Resources Generalist
Human Resources Supervisor
Human Resources Manager

*Effective: December 2010
Revised September 2012*