



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 407.0

Job Title: **HRIM PROFESSIONAL**

Pay Grade: 26

GENERAL SUMMARY:

Provides skilled professional support for the Human Resources Information Management (HRIM) systems and platforms that integrates the full cycle of employment with the City of Houston. Serves as a liaison between management, end users, vendors, and Houston Information Technology Systems (HITS) department.

RESPONSIBILITIES:

- Works as an independent team member of a multi-disciplinary team on HRIM system and platform projects; communicates project status and objectives with project team and stakeholders.
- Develops reports, schematics, and documents for human resources processes and rules; identifies new reporting requirements.
- Identifies, analyzes, researches, and escalates technical issues, ensuring timely resolution for users.
- Identifies and analyzes HRIM technology needs, conducts requirements gathering, and defines scope and objectives; ensures system changes address needs.
- Recommends development of solutions or improvements to human resources processes that can be accomplished through new technology or alternative uses of existing technology.
- Translates human resources requirements into functional requirements, i.e., documents the relationships between the components of the system (i.e., end users, processes, data, applications, and interfaces).

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Management and Information Science, Computer Science, Information Technology, Business Administration, Public Administration or a field directly related to the type of work being performed.

EXPERIENCE:

Five years of professional HRIM experience or other IT professional experience directly related to the work being performed are required.

SUBSTITUTIONS:

Graduate degrees related to the type of work to be performed may substitute for the experience requirement on a year-for-year basis.

Professional experience related to the type of work to be performed may substitute for the education requirement on a year-for-year basis.

COMPLEXITY:

Work is substantially complex and varied, and requires the 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 careful analysis of several facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors could lead to moderate inconvenience, risk and costs. The incumbent functions autonomously, with the manager available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct reports.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with human resources and IT professionals, supervisors, and managers. Interaction requires moderate tact, cooperation, and strong communication skills.

External Contacts:

Level of external contact is primarily with technical and professional staff. Interaction involves exchange and/or simple service activity requiring moderate tact, cooperation, and strong communications skills.

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. Significant time spent using computer display, keyboard, and mouse.

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:

HRIM Professional
Senior HRIM Professional
HRIM Manger

Effective Date: November 2023