



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 407.1

Job Title: **SENIOR HRIM PROFESSIONAL**

Pay Grade: 28

GENERAL SUMMARY:

Provides advanced 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 lead on projects and as a liaison between management, end users, vendors, and Houston Information Technology Systems (HITS) department.

RESPONSIBILITIES:

- Leads HRIM projects and processes, working independently with limited supervision; communicates project status and objectives with project team and stakeholders.
- Coaches and reviews the work of HRIM professionals.
- Analyzes current human resources processes for improvements; participates in design of new processes and systems with the internal team.
- Designs human resources requirements for interfaces to other systems. Identifies data, any gaps, and User Acceptance Testing (UAT) requirements.
- Designs and executes tests scripts; develops acceptance criteria and procedures for full regression testing and acceptance.
- Identifies, analyzes, researches, and escalates technical issues, ensuring timely resolution for users.
- Identifies and analyzes human resources needs, conducts requirements gathering, and defines scope and objectives.
- Recommends 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).
- Conducts post implementation review, documents service deliverables, and provides post implementation support.

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.

SPECIFICATIONS: (continued)

EXPERIENCE:

Six 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.

IMPACT OF ACTIONS:

Errors in work typically lead to significant inconvenience, risk, and costs. The incumbent functions autonomously, with the manager available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Although not a supervisory classification, occasionally a few positions may require supervisory responsibilities.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals, managers and Assistant 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 work flow 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. Interaction requires substantial sensitivity and persuasion leading to resolution of complex issues; e.g., project coordination and higher-level problem resolution.

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 displays, 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