



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 407.4

Job Title: **HRIM MANAGER**

Pay Grade: 30

GENERAL SUMMARY:

Manages Human Resources Information Management (HRIM) systems and platforms that integrate the full cycle of employment with the City of Houston. Oversees system projects and collaborates with management, end users, vendors, and Houston Information Technology Systems (HITS) department.

RESPONSIBILITIES:

- Oversees all HRIM projects and processes. Communicates project status and objectives with project teams and stakeholders.
- Coaches, reviews, and delegates work to staff.
- Analyzes current human resources processes for improvements, and designs new processes and systems in collaboration with project team.
- Designs the 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 HRIM 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.

EXPERIENCE:

Eight years of professional HRIM experience or other IT professional experience directly related to the work being performed are required, with at least two of the years leading project teams.

SPECIFICATIONS: (continued)

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 significantly complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. 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 lead to significant costs and problems, and may have on the performance of the department or even the City as a whole. 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 a manager, recommends personnel actions such as hiring, terminations, pay changes, etc.

Indirect Supervision:

Often manages indirect reports associated with multi-discipline project team and consultants.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Senior Staff, Supervisors, Managers, Assistant Directors and other Executives. Interaction involves explanation and persuasion leading to resolution of complex issues; e.g., project coordination and higher level problem resolution.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or representatives of government agencies, guests, vendors and professional contacts with affiliated organizations. Interaction requires substantial sensitivity and cooperation.

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

Effective Date: November 2023