CITY OF HOUSTON

Job Posting

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1	*Applications accepted from:*	ALL PERSONS INTERESTED
2	*Job Classification*	**Senior Human Resources Specialist**
3	*Posting Number*	**PN# 111175**
4	*Department*	Library Department
5	*Division*	Administration
6	*Section*	Human Resources*
7	*Reporting Location*	500 McKinney*
8	*Workdays & Hours*	M - F, 8:30 a.m. - 5:30 p.m.*

*Subject to change

9 ***DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS***

Performs professional Human Resources functions in the areas of recruitment/selection and employee relations. Responsibilities include, full-cycle recruiting including job posting development and advertising, coordinating and conducting interviews, preparing and processing required documentation, and ensuring continual communication with hiring managers and candidates. Assists with employee relations issues including processing leaves of absence, resignations/terminations, and coordinating grievance process. May visit educational institutions for outreach and recruiting purposes. May assist with policy and procedure updates and revisions. Participates on committees and special projects as assigned. Prepares reports and other documentation.

10 ***WORKING CONDITIONS***

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the library system.

11 ***MINIMUM EDUCATIONAL REQUIREMENTS***

Requires a Bachelor's degree in Business Administration, Social Science, Liberal Arts or a related field.

12 ***MINIMUM EXPERIENCE REQUIREMENTS***

Three (3) years of related professional Human Resources experience is required.

13 ***MINIMUM LICENSE REQUIREMENTS***

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 ***PREFERENCES***

High attention to detail, good judgment and excellent customer service skills. Strong computer skills are essential, including Microsoft Office (Word, Excel, and Access). Excellent grammar and composition skills for business correspondence. Ability to relate to all levels of management and deal with persons from diverse backgrounds.

15 ***SELECTION/SKILLS TESTS REQUIRED***

An assessment of technical and computer skills may be given by the department prior to selection.

16 ***SAFETY IMPACT POSITION*** ☒Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 ***SALARY INFORMATION***

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 21

$1,472 - $1734 Biweekly $38,272 - $45,084 Annually

18 ***OPENING DATE*** June 14, 2006

19 ***CLOSING DATE*** Open Until Filled

20 ***APPLICATION PROCEDURES***

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer