



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 401.4

Job Title: **HUMAN RESOURCES ASSISTANT**

Pay Grade: 13

### **GENERAL SUMMARY:**

Performs various entry level personnel activities in a specialized area such as recruiting, benefits, worker's compensation, training, employee relations, salary administration and testing.

### **RESPONSIBILITIES:**

- Performs simple arithmetic computations such as averages, weighted averages and percentages.
- Researches, analyzes and writes job descriptions; may do on-site job audits.
- Participates in written, telephone and formal surveys.
- Visits assigned departments upon request to evaluate and approve classifications and offer expertise in solving organizational and managerial concerns.
- Assists in the research and preparation of personnel ordinances and Requests for Council Action.
- Screens and interviews prospective employees, matches qualified applicants to available positions and refers them to the appropriate department.
- Works with Texas Employment Commission and other employment sources for qualified applicants.
- Prepares and adds to eligibility lists for employment and promotional purposes.
- Prepares position announcements that list the current vacancies, department and division, salary range, minimum qualifications and job responsibilities.
- Initiates the testing process for entry level positions and for other positions that require testing.
- Researches and prepares testing instruments for various levels of employment, promotion and reclassification using resources such as texts, job descriptions, interviews and observation.
- Administers and evaluates written, oral and work-sample tests.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

**SPECIFICATIONS: (continued)**

**EXPERIENCE:**

No experience is required. Pertinent experience at the professional level may be substituted for the education requirement on a year-for-year basis.

**COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

**IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

**SUPERVISION EXERCISED:**

**Direct Supervision:**

No direct report employees.

**Indirect Supervision:**

No indirect reports.

**CONTACTS:**

**Internal Contacts:**

Level of internal contact is primarily with clerical and technical staffs. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

**External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

**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 Specialist	or	Compensation Specialist
Senior Human Resources Specialist	or	Senior Compensation Specialist
Human Resources Supervisor		
Human Resources Manager		

*Effective: October 1990*

*Revised: September 2012*