CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 402.6

Job Title: **HUMAN RESOURCES MANAGER**

Pay Grade: 27

GENERAL SUMMARY:

Manages, directs and coordinates a variety of human resources services to provide quality programs and activities ensuring compliance with all policies, procedures, regulations and laws.

RESPONSIBILITIES:

- Manages, trains, develops, motivates and evaluates the performance of human resources staff in a functional area such as talent acquisition, benefits administration, organizational training and development, employee relations, etc..
- Researches and develops responses to inquiries from external organizations.
- Conducts and participates in special projects.
- Prepares a variety of reports, projects and plans.
- Researches and analyzes data to obtain information for formulating projects, plans, surveys, reports, strategies, forecasts and trends.
- Prepares and monitors budgets and expenditures.
- Interprets, develops, implements and provides advice/counsel regarding policies and procedures.

SPECIFICATIONS:

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

EXPERIENCE:
Six years of professional human resources experience are required, with at least two years in a supervisory capacity.

Substitutions:
A related Master's degree and four years of human resources experience, with at least two years in a supervisory capacity, may substitute for the above requirements.

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

SPECIFICATIONS: (continued)

COMPLEXITY:
Work is substantially 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 minor impact on the short- term performance of the City. 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 an Assistant Manager or the equivalent over the first-line supervisors (and nonsupervisors, if applicable). This position strongly requests personnel actions such as hirings, terminations, and pay changes.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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 moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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 Generalist or equivalent
Senior Human Resources Generalist or equivalent
Human Resources Supervisor
Human Resources Manager

Effective: October 1990
Revised: March 1997
Revised: January 2025