



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 409.4

Job Title: **TALENT ACQUISITION SUPERVISOR**

Pay Grade: 24

### **GENERAL SUMMARY:**

In the Human Resources Department, supervises Staffing and Recruitment functions in support of client departments by promoting City of Houston and conducting recruitment activities in compliance with all policies, procedures, regulations and laws.

### **RESPONSIBILITIES:**

- Supervises, coaches and mentors staff by setting clear goals and performance benchmarks for the staffing and recruiting team. Provide performance feedback and addresses deficiencies early and often.
- Interactions with management regarding recruitment and human resources functions.
- Develops and conducts presentations and training workshops for current management team & employees on recruiting and selection best practices.
- Investigates and resolves problems encountered by employees; responds to calls from the public that extend beyond the normal scope of operations.
- Coordinates job fairs, seminars, and visit professional organizations to pipeline talent, help build organizational relationships and to market positions supporting the departmental diversity goals.
- Additional professional duties consist of producing memoranda for various actions, monitor Mayor's Office Approvals for staffing actions, provide HR guidance to Executive Staff, maintain organizational & staffing reports, and generate other recruiting/staffing status reports as requested.
- Completes quarterly budget reconciliations and ensure system corrections are reported.
- Seeks continuous improvement of marketing efforts to increase work quality and productivity.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Human Resource Management, Public Administration, Business Administration, Organization Management, or a closely related field.

#### **EXPERIENCE:**

Four years of related professional experience in human resources performing staffing and recruitment functions are required.

#### **SUBSTITUTION:**

A Master's degree in Human Resource Management, Public Administration, Business Administration, Organization Management or a closely related field may be substituted for two years of experience.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. 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 professionals and supervisors. Interaction requires substantial sensitivity and cooperation, e.g., basic project interaction.

#### **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 involves some explanation and persuasion leading to resolution of moderately 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.

### **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		
Talent Acquisition Specialist		
Senior Talent Acquisition Specialist	or	Recruiter
Talent Acquisition Supervisor		
Talent Acquisition Manager	or	Executive Recruiter