**CITY OF SAN ANTONIO**
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**111 Plaza De Armas, San Antonio, Texas 78205**
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# Human Resources Administrator

The City of San Antonio is recruiting for a Human Resources Administrator, responsible for planning, organizing and directing the activities of a team of Human Resources Generalists. Human Resources Generalists function as advisors to Departments by providing expert consultative services and solutions regarding all aspects of human resources administration, including employee relations, recruitment, compensation and benefits, performance management, employee development and workplace safety.

**Essential job functions include, but are not limited to, the following;** Supervises, trains and evaluates staff of Human Resources Generalists, designed to serve as Advisors to Departments in the administration of personnel matters. Establishes employee relations programs designed to provide counseling, guidance, and information to management and employees on personnel issues; serves as resource, and/or mediator to resolve sensitive employee relation issues. Advises and coordinates with City Attorney's Office on disciplinary actions, grievances and appeals and mediates workplace disputes including the review of internal investigations. Ensures compliance with federal and state regulations (i.e. EEOC, FMLA and ADA, etc.) by staying abreast of trends, techniques, and current developments in Human Resources and pending rules and regulations. Interprets and explains policies and procedures to managers/supervisors and employees. Investigates employee relations issues to include, violence in the workplace, working conditions, and fair employment practices (harassment, discrimination). Communicates with executives, managers, and supervisors, and externally with professionals, governmental agencies, other municipalities, and private industry to obtain information, coordinate projects, benchmark, or resolve issues. Responds to questions regarding HR-related services and processes, including benefits, recruitment and selection, classification reviews, compensation, employee relations, training and safety. Assists in the formulation of citywide policies and processes pertaining to personnel matters. Implements personnel information systems designed to provide data for key personnel decisions and to streamline personnel procedures. Conducts analyses and develops reports as necessary. Conducts presentations on specific Human Resources related topics. Assists in the preparation of the Department's annual budget. Performs related duties and fulfills responsibilities as required.

This position requires the successful candidate have a Bachelor's Degree from an accredited college or university with major coursework in Personnel Management, Public Administration, Business Administration or a related field. Four years of progressively responsible experience in the required personnel specialty. A valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing and reference, background and credential verification.

**Salary ranges from $51,924 to $77,892, depending on experience and qualifications.** Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. This position is exempt from Civil Service and is subject to at-will employment status.

**Candidate information will be accepted until filled.** Apply with cover letter, resume (detailing work and education history) with contact information and references to: City of San Antonio Human Resources Department, Attention: Rita Aguilar, Human Resources Administrator, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department at 111 Plaza de Armas, downtown San Antonio.

For additional information, contact Rita Aguilar at (210) 207-7290.