



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Human Resources Project Manager
Payroll/Personnel Type:	Exempt
Job #:	0347
Reports to:	Chief Human Resources Officer
Shift Length:	8 hours
Union Eligibility:	Not eligible
Starting Salary:	\$120,000

Position Summary:

The Human Resources Project Manager plays a pivotal role in supporting the Chief Human Resources Officer (CHRO) in executing key initiatives and ensuring timely delivery of strategic objectives. This position oversees the planning, implementation, and evaluation of HR projects aligned with the district's goals. The Project Manager will act as the point person for hiring team members within the Human Resources Department and spearhead the hiring process for Director-level and higher positions districtwide. Through cross-functional collaboration, data-driven decision-making, and a focus on compliance and best practices, this role is integral to fostering a high-performing and cohesive HR department.

Essential Functions:

- Collaborate with the Chief Human Resources Officer (CHRO) to execute key HR initiatives and ensure projects remain on schedule and aligned with district priorities.
- Develop and manage comprehensive project plans for HR initiatives, ensuring alignment with district goals and timelines.
- Serve as the point person for the hiring of team members within the Human Resources Department, ensuring efficient and effective processes.
- Spearhead the hiring process for Director-level and higher positions across the district in collaboration with relevant departments and leadership teams.
- Coordinate cross-functional teams to implement projects related to recruitment, retention, employee relations, and professional development.
- Monitor and evaluate project progress, providing regular updates and recommendations to leadership.
- Conduct data analysis to assess the impact of HR initiatives and inform decision-making processes.
- Serve as a liaison between HR, school leaders, and other departments to ensure seamless communication and collaboration.
- Oversee compliance with district policies, state and federal regulations, and HR best practices within project scopes.
- Develop and maintain HR workflows, ensuring consistency and efficiency across the department.
- Lead the creation and implementation of new HR programs and initiatives, such as performance management systems and employee engagement strategies.
- Identify and mitigate risks associated with HR projects, proposing solutions to challenges as they arise.
- Provide training and support to staff to enhance their understanding of HR initiatives and their role in project implementation.
- Prepare and present detailed reports to the CHRO and district leadership on project outcomes and recommendations for future initiatives.



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Knowledge, Skills, and Abilities:

- Project Management Expertise: Demonstrated ability to lead large-scale projects from concept to completion, ensuring quality and efficiency.
- Human Resources Acumen: Strong understanding of HR functions, policies, and procedures, particularly in educational environments.
- Communication Skills: Exceptional verbal and written communication skills, with the ability to engage diverse stakeholders effectively.
- Analytical Skills: Proficiency in data analysis and the ability to translate findings into actionable insights.
- Problem-Solving Abilities: Proven capability to address challenges with innovative and practical solutions.
- Interpersonal Skills: Strong ability to build and maintain positive relationships with staff, administrators, and external partners.
- Integrity and Confidentiality: Commitment to maintaining ethical practices and ensuring confidentiality in all HR matters.
- Adaptability: Ability to manage multiple priorities, adapt to changing circumstances, and thrive in a dynamic environment.
- Technical Proficiency: Proficiency in HR software, project management tools, and data visualization platforms.

Experience:

- 5–10 years of experience in Human Resources, with a focus on project management and strategic initiatives.
- Experience working in school districts comparable to Saint Louis Public Schools is strongly preferred.
- Proven track record of implementing HR initiatives that improve organizational efficiency and staff satisfaction.

Education:

- Master's degree in Project Management, Educational Administration, Human Resources, or a related field required.
- Doctorate in Project Management, Educational Administration, Human Resources, or a related field preferred.
- SHRM-CP (Certified Professional) certification required.

Physical Requirements:

- Must be able to operate standard office equipment and perform light physical activities, such as standing or walking for extended periods.
- Ability to lift up to 10 pounds occasionally.

Working Conditions and Environment:

- Work is primarily performed in an office setting with minimal physical risks.
- Periodic visits to schools and other district facilities may be required.



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Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
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_____ Human Resources	_____ Date
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.