



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

Position Title:	Human Resources Information Systems (HRIS) Coordinator
Payroll/Personnel Type:	12 Months
Job #:	8980
Reports to:	Director of HR Operations
Shift Length:	8-hour day
Union Eligibility:	Not Eligible
Starting Salary:	\$110,000.00

Position Summary:

The Human Resources Information Systems (HRIS) Coordinator provides leadership in developing and executing human resources strategies in support of the district's overall strategic direction of the organization specifically in the areas of HRIS, change management, organization development and manpower planning.

Essential Functions:

- Development, implementation, testing and support of St. Louis Public Schools HR systems and their related documentation and business processes procedures
- Partners with Chief Human Resources Officer to ensure established goals and objectives (consistent with organization's mission, values, and goals) are met
- Partner with Human Resources Leadership team in workforce planning
- Formulates and recommends human resources policies and procedures that are aligned with and support district objectives
- Directs the preparation and maintenance of reports that are necessary to carry out functions of the department, as well as report pertinent to the information to Leadership team, as necessary or requested
- Develops, modifies and automates work procedures, methods, and processes to improve human resources efficiency
- Promotes proactive approaches using HRIS to solve business problems/needs, while enhancing the understanding and acceptance of system capabilities
- Serve as system administrator for all systems used by HR (SAP, DocuSign, Laserfiche, Vector Training)
- Provide leadership to user departments in HR business processes
- Provide light help desk and troubleshooting support to end users
- Support implementation and use of non-SAP systems
- Supervisor work and activities of the HRIS Analyst including preparation and dissemination of various department, district, state, and federal reports, and employment and income verifications
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to respond to all levels of management within district
- Proven ability to write reports, business correspondences, and procedure manuals
- Proven ability to effectively present information and respond to questions from various stakeholders
- Excellent oral and written communication skills



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Experience:

- Three to five years of HRIS or HR generalist or specialist experience
- One to two years of project management experience
- Systems implementation experience
- Extensive experience and proficiency with Microsoft Excel

Education:

- Bachelor's degree in human resources management, computer science, or related field (required)
- Master's degree (preferred)
- SHRM Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP) (preferred)

Physical Requirements:

- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Ability to work at a computer for lengthy periods of time
- Light Work usually requires sitting, walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

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

Human Resources Date

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.