



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

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<b>Position Title:</b>	Human Resources Generalist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Chief Human Resources Officer

**Position Summary:**

This position will recruit, research, interview, screen and refer job candidates for job openings for school-level positions. Will manage and administer employee related programs, resolve employee relations problems, and gather information on worker attitudes to facilitate employee satisfaction.

**Essential Functions:**

- Explains and interprets district rules, regulations and procedures, and need for compliance.
- Interviews workers to gather information on their responses and needs relating to general work issues and relationships affective morale, motivation and efficiency.
- Advises school administrators, faculty and staff on HR policies, practices, procedures and employee relations issues; provide support to approximately 800-1000 employees within 25 locations.
- Provides school administrators recommendations for employee corrective/disciplinary action.
- Collaborates with multiple departments to ensure school staffing allocations are accurate and within budget guidelines.
- Provides staffing recommendations based upon student enrollment data.
- Responsible for ensuring school-based vacancies are promptly filled with qualified candidates.
- Attends university recruitment fairs throughout the US to attract and retain qualified graduates.
- Works with external recruiters and employment agencies to identify and recruit candidates.
- Creates and fosters relationships with colleges and professional organizations to attract and recruit qualified candidates.
- Manages and assists school administrators in **full-cycle recruitment** processes; requisitions, sourcing/recruiting, prescreening, interviewing, selection, extending job offers and placement.
- Captures all employee terminations, resignations, retirements and movements to successfully manage district vacancies.
- Manages the leave of absence process (FMLA, STD, LTD, etc.) for approximately 800-1000 employees within 25 locations.
- Implements and manages key HR projects as assigned (i.e. employee transfer period, reductions in force, placement of surplus staff, etc.).
- Acts as liaison between employees and central office to facilitate resolution of issues regarding various personnel concerns.
- Reviews opportunities and makes suggestions for human resource continuous improvements.
- Confers with management and supervisors to identify personnel needs, job specifications, job duties, qualifications and skills.
- Maintains accurate and well organized documentation on all candidates, searches, hiring, managers' interactions and other recruiting activities to ensure a safe and thorough audit if required.
- Coordinates communications with applicants.
- Utilizes human resource information systems (SAP, KRONOS, etc.) to manage employee data.
- Directly supervises one or two Customer Service Representatives; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Performs other duties and responsibilities as assigned.



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**Experience:**

- Four or more years related experience and/or training
- Equivalent combination of education and experience
- Prior experience supervising a large number of employees is preferred

**Education:**

- Bachelor's degree in Business Management or Human Resources Management from an approved college or university

**Knowledge, Skills, and Abilities:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and documents pertinent to personnel files. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, external organizations and/or colleagues.
- Ability to perform general office duties such as typing and operating office machines.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common, fractions and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to compound rate, ratio and percent and ability to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge of human resources, spreadsheet, contact management and word processing software.

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- 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
- Light Work usually requires 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.**



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**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.***