



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

Position Title:	Director of Human Resources Information Systems (HRIS)
Payroll/Personnel Type:	12 Month
Reports to:	Chief Human Resources Officer

Position Summary:

Under the direction of the Chief Human Resources Officer develops and implements strategic long-range plans to support the organization's vision and goals. The Director of Human Resources Information Systems (HRIS) provides leadership in developing and executing human resources strategies in support of the District overall strategic direction of the organization, specifically in the areas of, change management, benefits, performance management, organization development, manpower planning, HRIS, compensation and corporate culture.

Essential Functions:

- In collaboration with the Chief Human Resource Officer and other Human Resources Leadership and staff, and other senior officers within the district, develops and implements specific programs and services
- Directs the design, coordination, implementation and daily activities of the compensation and benefit, employment and recruitment, school support, planning, research, technical services and employee transaction units
- Partners with Chief Human Resource Officer and other Human Resources Leadership and staff to develop effective talent acquisition, placement, performance management, benefits, and HRIS and training programs and assures compliance with Equal Employment Opportunity regulations
- Formulates and recommends human resource policies that are aligned with and support districts objectives
- Fosters and maintains positive relationships with HR constituents and customer base, serve as an interface between internal/external customers and functional team members to ensure effective definition of and delivery of HRIS/Payroll applications
- Promotes proactive approaches using the district's HRIS to solve business needs/problems, while enhancing the understanding and acceptance of HRIS/Kronos/SAP capabilities
- Partners with Chief Human Resource Officer to ensure established goals and objectives (consistent with the organization's mission, values, and goals) are met
- Directs the preparation and maintenance of reports that are necessary to carry out functions of the department, as well as report pertinent information to Leadership team, as necessary or requested
- Manages and directs employee/labor relations issues for non-certificated staff or assigned organizations or pay groups
- Develops and modifies work procedures, methods, and processes to improve human resources efficiency
- Directs maintenance of human resources employee records
- Provide exceptional customer service skills and attitude
- Develop and maintain effective working relationships with all internal and external customers
- Performs other duties as assigned



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Knowledge, Skills, and Abilities:

To Be Added

Experience:

- Human resources generalist experience in a public or private industry with multiple locations
- Prior experience working in a union environment
- At least three years of experience in HRIS development, negotiating priorities and partnering with IT to identify product enhancements
- 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 correspondence and procedure manuals
- Proven ability to effectively present information and responds to questions from groups of principals/administrators/managers/supervisors, clients, customers and the general public
- Excellent written and verbal communication skills including Microsoft Word, Excel and PowerPoint required

Education:

- Master's Degree in Human Resources or Educational Administration (preferred)

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.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date



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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.