



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

Position Title:	Director of Staffing and Human Resources Information Systems
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, specifically in the areas of talent acquisition, change management, onboarding, training, organizational development, manpower planning. Additionally, the Director is responsible for the acquisition, development and implementation of Human Resources Management Systems designed to support all of the above.

Essential Functions:

- In collaboration with the Chief Human Resource Officer (CHRO), Human Resources Leadership, other senior officers and staff
- Provides leadership and direction to the annual staffing process
- Develops and implements specific programs and services
- Develops effective talent acquisition, placement, and HRIS and training programs and assures compliance with Equal Employment Opportunity regulations
- Maintains and develops the attrition and succession plans
- Supervises and supports the Human Resources Staffing and HRIS teams
- Directs the design, coordination, implementation and daily activities of the onboarding, school support planning, research, technical services and employee transaction units
- Formulates and recommends human resource policies and procedures that are aligned with and support districts objectives
- Develops, modifies, and automates work procedures, methods, and processes to improve human resources efficiency
- Promotes proactive approaches using the district's HRIS to solve business needs/problems, while enhancing the understanding and acceptance of HRIS/Kronos/SAP capabilities
- Works in collaboration with Budget, Payroll, and IT to resolve system issues and to create and document new system business processes
- Directs the preparation and maintenance of reports that are necessary to carry out functions of the department
- Responsible for maintaining the district's job description library
- Processes annual staff evaluations in SAP
- Conducts internal system audits to ensure the accuracy and integrity of personnel data
- Serves as the primary contact for external federal, state, and local personnel audits
- Provide exceptional customer service skills and attitude
- Develop and maintain effective working relationships with all internal and external customers
- In coordination with the Director of Recruitment, reviews resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements, and interview and asses candidates based on defined needs by hiring managers
- Performs other duties as assigned



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Knowledge, Skills, and Abilities:

- 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
- Proficiency in Enterprise Management Systems and Microsoft Suite (required)

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
- 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
- Proficiency in Enterprise Management Systems and Microsoft Suite (required)

Education:

- Master's Degree in Human Resources, Educational Administration, or Educational Leadership (preferred)
- Professional in Human Resources Certification (PHR) (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:



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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.