



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

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<b>Position Title:</b>	Staffing Specialist
<b>Payroll/Personnel Type:</b>	12 Months
<b>Reports to:</b>	Human Resources Generalist

**Position Summary:**

The Human Resources Specialist is responsible for processing and auditing transactional changes to personnel records for both new and existing employees. The Specialist, under direct supervision of the HR Generalist, serves as the first tier of support for escalated concerns pertaining to employee assignments, compensation, entry and separation. The Specialist will also lead, manage, and participate in specific processes and projects such as the SLPS Annual Transfer Period.

**Essential Functions:**

- Create written and video documented processes for all Staffing transactions including the systems used to carry out HR processes
- Screen and extend employment offers to a limited group of job types (safety officers, custodians, etc.)
- Train staffing associates on processes related onboarding, separations, transfers, record management, and any other area identified by the Director of Staffing and HRIS
- Schedule quarterly meetings between HR leaders and high-need departments and schools to discuss and monitor staffing needs/changes
- Audit human resources transactional data in the enterprise system (i.e. SAP) to clean data, reduce errors, and communicate accurate information to internal departments (Payroll, IT, Budget, Grants, etc.)
- Participate in process improvement and to streamline processes, reduce rework and improve productivity
- Handle incoming and outgoing customer service telephone calls in a courteous and professional manner and meet with customers who seek information or to make human resource changes
- Connect with new hires after 6-weeks on the job to collect job satisfaction data, clarify roles, and offer support
- Receives, prioritizes and executes multiple tasks while accounting for the status of each task; this may include logging and status review of tracking documents, to insure task completion in a timely manner
- Coordinate prompt handling of all customer service requests including benefit changes, payroll inquiries, workflow, etc.
- Use Human Resource Information Systems to process HR workflows and update employee data
- Assist as needed in conducting new hire orientation or in other human resource department areas as requested
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Strong written and oral communication
- Ability to follow a multi-step process with precision and fidelity
- Ability to digest large amounts of data and summarize findings accurately
- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Ability to read and interpret documents and instructional videos such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to speak effectively before groups of customers or employees of the organization
- Ability to write routine reports and correspondence
- Ability to work independently and collaboratively
- Ability to dissect and communicate detailed steps in a process

