



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

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

**Position Summary:**

Develop and manage those procedures necessary to implement board of education policies in the area of human resources, employment and recruiting services, compensation and benefits and/or labor/employee relations. The Chief Human Resources Officer originates and leads human resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment and the recruitment and on- going development of a superior workforce. This position will coordinate implementation of services, policies and programs through a human resource staff; and assists and advises internal department directors about human resource issues.

**Essential Functions:**

- Oversees the design coordination and implementation and daily activities of the compensation and benefit, employment and recruitment, school support, planning, research and technical services and employee transaction units
- Oversees the design, coordination, implementation and daily activities of the departmental legal issues
- Incorporates technology for the maintenance of an effective, efficient and accessible human resources department
- Oversees the compliance of applicable federal and state laws, including but not limited to EEOC, FMLA, FLSA, unemployment laws, etc
- Oversees the development and implementation of programs to monitor compliance with state certification requirements
- Reviews and coordinates disciplinary actions for staff in accordance with federal, state and Board of Education regulations/policies
- Oversees the development and maintenance of a system for reviewing and processing background record checks
- Incorporates various approaches for bargaining, including collaborative and non-traditional bargaining
- Demonstrates strong leadership skills and team orientation
- Supervises five to eight subordinate supervisors who supervise programs in Compensation and Benefits; Employment and Recruitment; School Support; Planning, Research and Technical Services and Employee Transactions
- Is responsible for the overall direction, coordination and evaluation of these units
- May also directly supervise one to two non-supervisory employees
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Supervisory responsibilities may include interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems



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- Interpersonal skills – focuses on solving conflict, not blaming; maintains confidentiality, listens to others without interrupting
- Keeps emotions under control, remains open to others’ ideas and tries new things
- Oral communications – speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions
- Demonstrates group presentation skills, participates in meetings
- Written communications – writes clearly and informatively
- Team work – balances team and individual responsibilities; exhibits objectivity and openness to others’ views, gives and welcomes feedback
- Contributes to building a positive team spirit, puts success of team above own interests, able to build morale and group commitments to goals and objectives, supports everyone’s efforts to succeed
- Visionary leadership – displays passion and optimism; inspires respect and trust
- Mobilizes others to fulfill the vision, provides vision and inspiration to peers and subordinates
- Change management – develops workable implementation plans; communicates changes effectively
- Builds commitment and overcomes resistance; prepares and supports those affected by change, monitors transition and evaluates results
- Delegation – delegates work assignments, matches responsibility to the person
- Gives authority to work independently; sets expectations and monitors delegated activities, provides recognition for results
- Leadership – exhibits confidence in self and others; inspires and motivates others to perform will
- Effectively influences actions and opinions of others; accepts feedback from others, gives appropriate recognition to others
- Managing people – includes staff in planning, decision making, facilitating and process improvement
- Take responsibility for subordinates’ activities; makes self-available to staff
- Provides regular performance feedback; develops subordinates’ skills and encourages growth
- Solicits and applies customer feedback (internal and external)
- Fosters quality focus in others; improves processes, products and services
- Quality management – looks for ways to improve and promote quality
- Ethics – treats people with respect; keeps commitments; inspires the trust of others
- Works with integrity and ethically, upholds organizational values
- Strategic thinking – develops strategies to achieve organizational goals; understands organization’s strengths and weaknesses; adapts strategy to changing conditions
- Judgment – displays willingness to make decisions, exhibits sound and accurate judgment
- Supports and explains reasoning for decisions, includes appropriate people in decision making process; makes timely decisions
- Professionalism – approaches others in a tactful manner
- Reacts well under pressure; treats others with respect and consideration regardless of their status or position
- Accepts responsibility for own actions, follows through on commitments
- Safety and security – observes safety and security procedures

**Knowledge, Skills, and Abilities:**



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- Language skills – ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Ability to write reports, business correspondence and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public
- Mathematical skills – ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages
- Ability to apply concepts of basic algebra and geometry
- Reasoning ability – ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables
- Computer skills – knowledge of contract management, human resource, spreadsheet and word processing software

**Experience:**

- Minimum of ten years experience in St. Louis City or comparable urban district
- Minimum of five years administrative experience in St. Louis City or comparable urban district
- Minimum of three years experience as building principal or program leader in role as primary administration
- Familiarity with St. Louis City tenure laws

**Education:**

- Master's Degree or Ph.D. in Educational Administration OR (preferred)
- Master's Degree in Human Resources or Related Field (required)

**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**



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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.***