



**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>Job #:</b>                  | 85                         |
| <b>Reports to:</b>             | Director of HR Operations  |
| <b>Shift Length:</b>           | 8 Hour Day                 |
| <b>Union Eligibility:</b>      | Not Eligible               |

**Position Summary:**

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting designated schools and operational areas. This position carries out responsibilities in the following functional areas: onboarding, orientation, compensation, staffing, training, and human resource information systems (HRIS). This position interacts and collaborates with the recruitment, benefits administration, employee relations, and performance management teams to ensure district objectives are met.

**Essential Functions:**

- Responds to all internal and external communication (phone, email, etc.) in a timely manner
- 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 staffing/hiring policies, practices, and procedures provide support to approximately 1500-2500 employees within 25+ locations
- Collaborates with multiple departments to ensure school staffing allocations are accurate and within budget guidelines
- Creates a system for checking accuracy and checking for understanding with self and direct reports
- Provides recommendations on staffing system processes and procedures
- Ability to understand and interpret staffing adjustments and recommendations based upon student enrollment data
- Manages and assists school administrators in full-cycle recruitment processes.
- Responsible for screening employment applications for eligibility and extending offers within specific timeframes.
- Captures all employee terminations, resignations, retirements and movements to successfully manage district vacancies
- A strong understanding of compensation principles and process.
- Implements new hire orientation and supports with employee recognition programs.
- Can review, decipher and translate academic transcripts and credentials.
- 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 overall human resource 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 to ensure a safe and thorough audit if required
- Coordinates communications with applicants



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- Uses human resource information systems (HRIS) to process HR workflows, update employee data, and generate reports
- Responsible for scanning and updating employee records in the district's digital document management system
- Directly supervises and evaluates one or two staffing specialists; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Supports and participates in human resource events
- Performs other duties and responsibilities as assigned

***Required Education and Experience***

1. Bachelor's Degree in Business Management, human resources, or a related field.
2. 1-3 years of generalist related experience.

***Preferred Education and Experience***

1. Master's degree in business management, human resources or related field.
2. One to two years of supervisory and evaluation experience.
3. SHRM Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP).
4. Experience with the following systems: SAP, KRONOS, Laserfiche, DocuSign.
5. Extensive experience and proficiency with Microsoft Excel.
6. Generalist experience in a large organization.

**Knowledge, Skills, and Abilities:**

- Knowledge of administrative tasks and responsibilities
- Excellent verbal and written communication skills
- Advanced computer skills, including data entry, data processing, communication tools and payroll and human resources software
- Proficiency in Microsoft Office Word, Excel, PowerPoint, virtual meeting platforms
- Problem-solving skills and resourceful thinking
- Leadership and coaching skills
- Strong empathy and interpersonal skills
- Detail-oriented with excellent organizational skills
- Attention to detail and analytically driven
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common, fractions and decimals
- Ability to manage and solve problems involving several concrete variables in standardized situations
- Proven time management skills; ability to prioritize and complete multiple tasks effectively
- Results-oriented with a track record of delivering results in a fast-paced environment
- Ability to handle sensitive and confidential matters with tact and diplomacy
- Self-starter and demonstrates service orientation by actively looking for ways to help people

**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



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- 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

\_\_\_\_\_  
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.***



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