



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>Job #:</b>	8882
<b>Reports to:</b>	Human Resources Generalist
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**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



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- 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
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

**Experience:**

- Professional experience in Human Resources required
- Five or more years of related experience and/or training

**Education:**

- Bachelor's Degree in Human Resource Management or related discipline
- aPHR, PHR, or SHRM-CP 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.***