

POSITION DESCRIPTION
Human Resources Specialist

Title: Human Resources Specialist	Exemption Status: Non Exempt	Date Created: November 2021	Date Revised:
EEO Classification: Professional	Grade: 6	Reports to: Director, Human Resources	Salary Range: \$41,984 - \$66,791

Position Summary
The Human Resources Specialist will provide ongoing support, guidance, and value-added services in the areas of talent acquisition and retention; compensation and total rewards; talent and performance management; leadership development training and coaching; employee engagement and recognition; and employee relations in compliance with all associated HR laws, policies, procedures, and regulatory compliance matters within the scope of the position.
Primary Interactions
Primary interactions will be with the Executive Director, Director, Human Resources, Senior Leadership, management and staff.
Supervisory, Budget Responsibilities
There are no supervisory responsibilities
Policy and Decision-Making Authority, Strategic Thinking
The position makes policy recommendations as it relates to employee management best practices and compliance with government requirements.
Access to Confidential Information
This person will see confidential information therefore this person must be discrete.
Governance and Compliance Responsibilities, Organizational Risk
This position is knowledgeable of federal, state, and local law and regulations critical to Human Resources concepts, policies, and procedures, employment practices, compensation, talent management, employee engagement, benefits, workforce development, and organizational initiatives.
Essential Tasks and Responsibilities
The Human Resources Specialist is a dynamic, experienced, results-driven Human Resources professional. The Human Resources Specialist works closely with management and staff to promote effective Human Resources solutions that align with the vision and strategic goals of the Housing Authority of St. Louis County.
Education/Experience Requirements
Bachelor's Degree preferred, or equivalent combination of education, training and experience will be considered.
Skills and Attributes Required for Success
Demonstrated leadership; problem solving; adaptability, organization, management, interpersonal and communication, both verbal and written, skills; capable of thinking strategically; ability to work with diverse internal and external customer. This role will have a solid understanding of the Enterprise system database and proficient user of Microsoft Office,

The essential elements of the job are described in the position description; other tasks will be assigned as needed and appropriate.
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and HR and payroll software report writers.
Other Knowledge/Skills/Abilities
Ability to think strategically and to champion new ideas, lead change and execute on action plans. Strong interpersonal skills: Ability to effectively handle diversity of individuals at all organizational levels and with varying backgrounds; this includes having to the ability to influence others appropriately when necessary. Strong ability to appropriately manage priorities and workflow; Versatile, flexible, and able to work within constantly changing priorities with passion. Excellent organizational, problem solving and analytical skills. Strategic thinker who can see long term goals and balance against short and intermediate term needs.
Physical Demands
Must be able to lift a 30lb box.
Working Conditions
This job includes desk duties, (primarily seated), and visits to properties and to public meetings.
Environmental Factors
There are times of year where workload is extensive.
Disclaimer: The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of responsibilities, duties and skills required.

Employee Signature and Date (optional)

Manager Signature and Date

HR Signature and Date

CEO Signature and Date

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Selected detailed duties

- Consult managers on staff personnel matters and provide a variety of Human Resources services to include, job analysis, compensation, benefits, and managing performance and development.
- Review, update and administer staff onboarding and offboarding talent. Partner with management to ensure applicable job specific training is accomplished; facilitate first day experience, new hire orientation; Oversee and track 30/60/90-day review for new hires and transfers, stay and exit interviews with appropriate follow up and analysis.
- Guide leaders through talent review process through embedding a performance management culture. Assist with ensuring clear and measurable objectives, feedback and improvement is provided and documented appropriately.
- Build and sustain the cultural ecosystem to include employee engagement campaigns, initiatives, recognition programs, surveys, engagement training and engagement goal setting
- Monitors required employee trainings based on position functions and state and federal mandates. Monitors necessary training and steps necessary for employee's career-pathing progress.
- Administer seasonal human resources programs, such as annual performance reviews, merit pay, and employee engagement surveys.
- Develop and maintain key Human Resources reports; analyze data and recommend solutions.
- All other duties