

Job Description



Job Title:	Human Resources Manager
Division:	Administration
FLSA Classification:	Exempt
Reports to:	Director of Operations/CFO
Revision Date:	April 2017
Primary Purpose:	Manages the Museum's personnel activates to maintain a supportive and productive workforce, while ensuring consistency and compliance with all applicable employment regulations.
Essential Functions:	<ul style="list-style-type: none"> • Provides guidance to the director and senior staff in creating and maintaining a supportive and productive work environment. • Provides discreet assistance to employees and managers to settle work-related conflicts through advice, recommendations and follow-up. • Keeps the Director and senior staff informed of developing staff concerns and recommends solutions for those concerns. • Provides coaching, advice, training and counsel to managers and directors regarding effective personnel management. • Is current with and effectively communicates various human resource polices, procedures, laws, standards and applicable employment laws. • Recruits (occasionally participating in interviews and initial screenings), hires and processes new employees, promotions, transfers and terminations in accordance with applicable laws and Museum policy. • Conducts exit interviews, analyzes data and makes recommendations to the director and senior staff for corrective action and continuous improvement. • Administers performance review program to ensure effectiveness, compliance and equity within the organization. • Annually updates compensation ranges, using appropriate salary surveys and other resources. Assists in administering the Museum's compensation program to ensure compliance, consistency and equity within the organization. • Keeps all job descriptions up to date; as well as, assist managers in the creation of job descriptions to maximize operational efforts. • Proactively facilitates or provides training for professional development. This includes new hire orientation. • Maintain and coordinates employee recognition programs. • Acts as management representative in regulatory hearings and proceedings, including unemployment claims • Manages the workers' compensation program, including claims reporting and management. Completes OSHA 300, as required by OSHA regulation. Investigates accidents and prepares reports for insurance carrier. • Ensures compliance with all state and federal discrimination and employment regulations. • Designs, updates and implements company policies and procedures to ensure compliance with all applicable employment regulations. Responds to

	<p>inquires related to these policies and procedures.</p> <ul style="list-style-type: none"> • Performs other duties as assigned or required.
Required Education/Experience:	<p>BS/BA in related field and five (5) years on the job experience, with emphasis on employee relations and recruiting. Must possess a working knowledge of multiple human resource disciplines including compensation practices, employee relations, diversity, performance management, federal and state employment laws, including but not limited to ADA, FMLA, COBRA, FLSA & ERISA.</p> <p>Good interpersonal skills essential; must be able to work effectively with employees at all levels. This person will work in a busy environment, subject to frequent interruptions and be able to prioritize multiple tasks.</p>
Working Conditions:	<p>Subject to frequent interruptions. Must be able to work independently and meet deadlines under pressure. Depending on the candidate's situation and qualifications this position could be a flexible full or part-time role.</p>
Physical Requirements:	<p>Must be able to lift and carry file boxes and other awkward items weighing up to 25 lbs, including up and down stairs. Requires intermittent standing, walking, sitting, squatting, stretching, and bending throughout the workday.</p>