



Title: Human Resources Manager
Classification: Full time, exempt
Department: Administration
Reports To: COO/CFO
Created: October 26, 2006
Revised: August 2017

Position Summary: Responsible for all functional areas of Human Resources, including recruitment, orientation, compensation & benefits, employee relations and training. Act as internal consultant to all levels of management regarding employment issues.

Specific Responsibilities:

- Recruit for all open positions
- Manage the interviewing and hiring process by screening all resumes and applications, performing background and reference and checks, verifying employment eligibility
- Participate in as many initial applicant interviews as is possible
- Prepare offer letters and other hiring documentation
- Orient new employees and complete onboarding process of new staff, in coordination with Hiring Managers
- Maintain all employee records
- Maintain all required employment postings
- Develop and maintain compensation and benefits programs for Museum employees
- Prepare compensation analysis for market value of jobs and internal equity
- Participate in compensation surveys (Center for Nonprofit Management, SBHRA and others as needed)
- Manage semi-monthly payroll for all employees and manage relationship with payroll service, serving as a backup payroll processor when needed
- Maintain all payroll records and produce management reports as necessary
- Manage the benefits programs, including medical, dental, retirement plans
- Administer Workers Compensation, including filing and managing claims, advising supervisors on their role with injured employees, maintaining records
- Manage all unemployment claims and reporting
- Evaluate, analyze and make recommendations for any changes in benefit structure, specific plans, or providers
- Acts as a liaison between the benefits providers (insurance companies, etc.) and the employees
- Evaluate, revise and implement performance evaluation system as necessary; and provide training to supervisors
- Plan, develop and implement training/development opportunities for staff as requested and/or needed
- Keep current on Federal and State employment laws and related human resource practices
- Act as internal consultant to management and supervisory personnel in matters related to employment law, policies and practices
- Advise supervisors on performance and disciplinary matters and issues
- In collaboration with managers/supervisors, create and review all job descriptions
- Ensure that the personnel policies are kept current, creating new policies and distributing them as needed



- Develop procedures and appropriate forms for personnel related practices
- Perform internal investigations of harassment charges and other such complaints and keep confidential records of same
- Maintain internal and external staff contact lists and Outlook contacts & groups
- Manage Employment & Key Contacts sections of Museum website
- Conduct exit interviews and process Separation paperwork
- Supervise HR Generalist in their position as related to payroll and HR administrative support
- Responsible for completing other human resources related projects and duties as assigned

Essential Requirements:

- Thorough knowledge of principles and practices of human resources management including current Federal and State employment law
- Excellent verbal, written, analytical and problem solving skills
- Strong interpersonal skills
- Ability to communicate comfortably and effectively within all levels of the organization
- Ability to represent needs of employees and advocate as necessary, but at the same time effectively represent management to employees, without compromising trust of either
- Team player
- Confidentiality, discretion and integrity
- Ability to maintain a positive demeanor in difficult situations
- Minimum 5 years experience working in Human Resources management or demonstrated capability to operate at this level.
- Advanced training and/or certification in Human Resources or equivalent in experience

Preferred Requirements:

- Interest in the natural world and science
- Non-profit experience is a plus

Work Environment:

- General office environment with occasional work throughout the Museum's facilities (Sea Center, galleries, conference rooms, and exhibit halls) and outdoors
- Significant telephone and computer work (repetitive movement – typing)
- Frequent sitting, standing, walking, climbing stairs and bending with occasional lifting of light loads (10 lbs)

The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Employee

I have read this position description and understand its contents.

Employee Signature

Date



Museum

This position description accurately describes the critical and important duties assigned to this position.

COO

Date