



### Job Description

Job Title: Human Resources Specialist	Updated: March 2025
Department: Operations	FLSA Status: Non-exempt <input checked="" type="checkbox"/> _____
Reports to: Executive Director and Deputy Director of Marketing and Public Relations	20 hours per week

### Job Summary:

The Human Resources Specialist is a part-time, on-site position that works closely with the Museum's Executive Director and senior leadership team to perform HR-related duties in the following functional areas: benefits administration; payroll; employee continuing education and training; recording, reviewing, and keeping accurate and up-to-date personnel records; recruitment and onboarding of new employees; working with the Executive Director and managers on performance management; assisting with policy administration; and providing customer service to all employees.

This position requires a high degree of confidentiality, technical competence, and professionalism in performing all duties.

### Job Duties:

- Under direction of Deputy Director of Marketing and Public Relations, manage all aspects of human resources and maintain employee records
- Perform bimonthly payroll processing, including updating payroll system for paid time off and 403(b) payments
- Oversee and recruit, interview, and hire employees in consultation from the senior leadership team and Executive Director
- Perform criminal background checks on new hires, volunteers and interns, and report results to Executive Director and Deputy Director of Marketing and Public Relations

- Maintain employee relations, conduct disciplinary actions when appropriate, handle grievance procedures and processing in consultation with the Executive Director
- With Executive Director, oversee benefits, including oversight of HR vendors (to include but not limited to health and dental insurance, life insurance, short and long-term disability insurance, and 403(b) retirement plan)
- Handle internal inquiries, complaints, injuries, and workers compensation
- Perform monthly reconciliation for all employee benefits and oversee COBRA benefit programs
- Assist the Executive Director in policy formulation, hiring and salary administration
- Create job postings, communicate with candidates, and maintain legal and necessary files
- Create and oversee all new employee on-boarding including but not limited to offer letters, orientation, credential set-up, handbook review, and benefit education/enrollment
- Work with managers to provide template, collect, and advise on employee performance evaluations on an annual basis
- Oversee the annual review of the HR handbook to ensure compliance with federal, state, and local laws
- Develop and implement plan for employee continuing education opportunities
- Assist with and implement employee recognition program
- Perform other duties as may be assigned

#### Knowledge, Skills and Abilities

Strong organizational, accounting and time management skills; proficient computer skills including spreadsheets and payroll/benefits software and programs; ability to maintain confidentiality and work independently; must possess excellent written and oral communication skills.

#### Training, Education and Experience

Four-year college degree preferred

Eight years' experience in human resources

Demonstrable skills in Microsoft Office software

Two years' experience working in a non-profit environment preferred

Strong history of organizational skills, benefits management, and employee relations

Ability to work with diverse staff members, vendors, and volunteers

#### Special Requirements

Regular on-site attendance required.

#### Physical Demands and Work Environment

Must be able to stand, walk, bend and sit; ability to use hands, wrists and/or fingers repetitively, typing, writing, grasping, pulling, pushing and reaching with hands and arms; must be able to see, talk and hear; ability to occasionally stoop in opening drawers or moving computer, phone and IT equipment as required; must have the ability to lift up to 40 pounds.