

Position: People & Culture Officer
Reports to: President/CEO
Status: Full time, salaried
Schedule: Monday-Friday. Occasional weekend and evening hours may be required.
Compensation: \$45,000 to \$62,000 annually (DOE) plus medical, dental and vision benefits. 403b retirement plan available.

Summary: Reporting to the President/CEO, the People & Culture Officer plans and administers policies relating to all phases of human resources activity. The People & Culture Officer oversees the recruitment, onboarding, training, development, and education of staff. This position serves as a resource to managers and staff regarding conflict resolution. The People & Culture Officer manages all aspects of payroll processing, benefit administration and record keeping. In addition, the People & Culture Officer will take the lead on all Diversity, Equity, Access and Inclusivity initiatives within The Discovery, and serve as the chief steward of multiple internal culture events and initiatives.

Requirements:

- Bachelor's degree preferred
- At least three years of professional Human Resources experience
- Experience in leading DEAI work in a professional setting.
- Above-average competency with using word processors, databases, spreadsheets, project management software, and web applications.

Environment: General office environment. Work is sedentary but may require standing or walking for up to 10% of the time. Work is generally performed within an office environment, with standard office equipment available

Job functions: The duties and functions of this position include, but are not limited to:

- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Recruits, interviews, and selects employees to fill vacant positions in partnership with hiring manager.
- Plans and conducts new employee orientation to foster positive attitude toward The Discovery's goals.
- Keeps records of benefits plans participation such as insurance and 403(b) plans, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- Oversees The Discovery Academy.
- Manages the Happy Hour program, our in house employee recognition program.
- Advises management in appropriate resolution of employee relation issues.
- Responds to inquiries regarding policies, procedures, and programs.
- Administers GOOD Session program to ensure effectiveness, compliance, and equity within the organization.
- Manages salary administration program to ensure compliance and equity within the organization.
- Administers benefits programs such as life, health, dental, vision, 403(b) plan, and leave of absence.
- Investigates accidents and prepares reports for insurance carrier.
- Conducts wage surveys within labor market to determine competitive wage rates.

- Prepares budget of human resources operations.
- Manages all payroll functions and processes for the organization.
- Prepares employee separation notices and related documentation, and conducts exit interviews if applicable.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Represents organization at personnel-related hearings and investigations.
- Plans and executes employee celebration events.
- Under direction from CEO, supports and fosters a strong company culture.
- Represents employee voices and perspectives as a member of the Sr. Leadership team.
- Other duties as assigned by the President/CEO.

Necessary skills & characteristics:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Conflict resolution.
- Ability to write reports, business correspondence, and procedural manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Computer skills – including Microsoft office, particularly Word and Excel.
- General mathematical skills, including the ability to compute rate, ratio, and percent.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Excellent verbal and written communication skills.

How to Apply

Please e-mail your resume, cover letter, and three references to jobs@nvdm.org. No phone calls, please.

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