

Position: Human Resources Manager
Reports to: Chief Operating Officer (COO)
Status: Full-time
Schedule: Monday-Friday. Occasional weekend and evening hours may be required.
Compensation: \$55,000 to \$70,000 annually (DOE) plus medical, dental and vision benefits. 403b retirement plan available.

Objective: The Human Resources (HR) Manager plans and administers policies relating to all phases of human resources activity at The Discovery. The HR Manager oversees the training, development and education of staff. This position also serves as a conflict resolution resource for staff at all levels or the organization.

Job functions:

- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are compliant.
- Recruits, interviews, and, in partnership with hiring manager, helps select qualified candidates to fill vacant positions.
- Plans and conducts new employee orientations.
- Administers benefits programs such as life, health, dental and vision insurance, 403(b) plan, and leaves of absence.
- Keeps records of benefits plans participation such as insurance, 403(b), personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.
- Coordinates staff training on interviewing, hiring, termination, promotion, performance review, safety, and sexual harassment.
- Oversees Discovery Academy, the museum's professional development program.
- Administers Happy Hour program, the museum's employee recognition program.
- Coordinates GOOD Sessions, the museum's performance review program, to ensure effectiveness and equity within the organization.
- Manages salary review process to ensure compliance and equity within the organization.
- Advises management in appropriate resolution of employee relations issues.
- Responds to employee inquiries regarding policies, procedures, and programs.
- Investigates accidents and prepares reports for insurance carrier.
- Conducts internal investigations in response to employee complaints.
- Conducts compensation research to determine competitive wage rates.
- Prepares annual budget for human resources operations.
- 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.
- Other duties as assigned by the museum's senior leadership.

Requirements:

- Bachelor's degree in business or HR related field.
- Minimum 5 years' prior experience in HR.

- PHR/SPHR certification preferred.
- Working knowledge of PayCom payroll platform preferred.

Necessary skills:

- Thorough knowledge of the laws effecting HR administration.
- Demonstrated management, organizational, and conflict resolution skills.
- Ability to write reports, business correspondence, and procedural manuals.
- Ability to effectively present information and respond to questions from managers, volunteers, employees and the general public.
- Computer skills – including Microsoft Office (Word and Excel) and PayCom payroll system.
- General mathematical skills, including the ability to compute rate, ratio, and percent.
- Excellent verbal and written communication skills.

Environment: General office environment. Work is sedentary in nature 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. Occasional manual labor required for special events.

How to apply: Please e-mail cover letter, resume, three references to pturner@nvdm.org. No phone calls please.

The Terry Lee Wells Nevada Discovery Museum (The Discovery) is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance. The Discovery is a drug-free workplace.