

Position: Human Resources Manager
Reports to: President/CEO
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, develops, and administers policies and programs related to all phases of human resources activities at The Discovery. The HR Manager oversees employee training, professional development, and organizational learning initiatives. This position serves as a trusted resource for staff at all levels, providing guidance and support in conflict resolution, employee relations, and workplace culture. Additionally, the HR Manager supports volunteer recruitment, screening, onboarding, training, and recognition programs to ensure a positive and engaging experience for volunteers.

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.
- Oversees and facilitates the Employee Engagement Committee and coordinates initiatives that foster employee engagement, recognition, and workplace culture.
- 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.
- Administers and oversees the annual reviews and salary review process to ensure compliance and equity within the organization.
- Oversees volunteer recruitment, screening, onboarding, training, engagement, and recognition programs.
- Advises management in appropriate resolution of employee relations issues.
- Responds to employee inquiries regarding policies, procedures, and programs.
- 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.

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.

Updated 9/11/25