



## HUMAN RESOURCE DIRECTOR POSITION DESCRIPTION

**DEPARTMENT:** HUMAN RESOURCES  
**IMMEDIATE SUPERVISOR:** PRESIDENT  
**STATUS:** EXEMPT  
**HOURS:** 40 HOURS/WEEK

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### POSITION PURPOSE:

The Human Resources Director is responsible for overseeing HRIS systems, handling employee relations, ensuring compliance with regulations, assessing staffing needs, hiring employees, designing training programs, and developing compensations plans. This position serves as a positive and enthusiastic role model for staff and volunteers with the understanding that all department information must be held confidential.

- Assess, in collaboration with the Leadership Team, organizational employee development training, recommending, developing, outsourcing and/or conducting said-training;
- Optimize the use of people analytics software to manage talent development and acquisition;
- Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs;
- Create and enhance [diversity, equity, and inclusion](#) programs;
- Collaborates with executive leadership to define the organizations long-term mission and goals; identifies ways to support this mission through talent management;
- Create efficient and user-friendly payroll and HRIS processes to minimize HR administration for employees and HR;
- Provide guidance and leadership to Human Resource Department on implementation of personnel policies and procedures; maintain handbook policies and procedures; creating and revising job descriptions as necessary;
- Directs benefits administration, enrollment, and open enrollment meetings;
- Finalizes all HR internal audits and approves necessary adjustments;
- Conducts needs assessment, develops training curriculum, and conducts training sessions on various HR topics; Conducts orientation programs;
- Handles all matters with strict confidence; Consults with legal counsel as appropriate;
- Responsible for professional staff relations; provides advice and counsel on personnel issues, including but not limited to, employee complaints, and allegations of harassment or discrimination;
- Recommends new approaches, policies, and procedures to effect continual improvements in the hiring and retention of qualified professionals;
- Prepares and oversees the preparation of, monthly, quarterly, and annual reports, including those required by the Senior Management Team;
- Performs other related duties as required;

**ACCESS REQUIREMENTS:**

Access to all public areas of the museum; access to support spaces designated by Leadership; access to personnel records.

**QUALIFICATIONS:**

To be successful, an individual must be able to perform each job duty satisfactorily.

***EDUCATION AND EXPERIENCE***

- Bachelor's degree from four-year college or university;
- Human Resources 5 years related experience;
- PHR or SHRM-CP preferred

***SKILLS AND ABILITIES***

- Excellent communication skills, both verbal and written;
- Excellent interpersonal and conflict resolution skills;
- Objectivity, sensitivity and balanced perspective for employee concerns and organizational needs;
- Strong analytical and problem-solving skills
- ADP experience a plus
- Knowledge of federal, state, and local laws and statutes governing employment policies and practices;

**TIME COMMITMENTS:**

Schedule may fluctuate monthly with new schedule dates provided 30 days in advance. Total hours per week not to exceed 40 hours.

**DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

**Equal Employment Opportunity:**

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.