

Job Title

Human Resources Generalist

Employment Status – (see further info under Salary)

Full Time

Employment Category

Exempt

Department

Finance

Reporting Responsibility

Director of Finance & Operations

Position Summary

The Human Resources Generalist oversees all aspects of the employee lifecycle at Joslyn Art Museum. Providing strategic HR solutions, this role promotes an overall culture of respect and employee engagement. Managers are supported in the process of hiring excellent candidates for the Museum with assistance in developing job descriptions, posting and recruiting for positions, and assisting in the candidate selection process, as needed. Ensuring that our employee policies are fair and consistent, they will oversee the timely updating of our Employee Handbook and other specific policies relating to employee work life and behavior. They will oversee pay and role equity studies and ensure that our employee processes are fair and support our strategic goals. Onboarding, payroll processing, and performance management training and tracking are also directed by this role.

Major Duties

- Support the recruitment process by assisting in development of job descriptions, posting and recruiting, and assisting in the selection process, as needed.
- Develop a comprehensive Employee Handbook and specific policies to support work life and behavior.
- Ensure compliance with all employee regulations, such as FSLA, FMLA, ACA, COBRA and minimum wage.
- Manage employee onboarding through completion of background checks, collection of required documents and insurance enrollments.
- Develop a comprehensive benefit program and oversee the administration of all employee benefits and the annual management of benefit changes.
- Oversee the recordkeeping of employee and payroll records through our payroll system and ensure the accurate payment of employees each payroll cycle.
- Manage the maintenance of organized employee files and tracking of any required updates to performance reviews, salary administration, background checks or training. Ensure all documentation is properly maintained and current.
- Support our Diversity, Equity, Inclusivity and Accessibility initiatives through the completion and periodic updating of a pay and role equity audit. Ensure hiring and performance processes result in fair treatment of all candidates and promote diversity and inclusivity in our workforce.
- Serve in a consultative role in areas such as organization structure, succession planning and recommend strategic workforce management initiatives.

- Complete salary reporting for government entities, 5500 filings, workers compensation audits and other needs. Participate in salary surveys to build access to comparative salary data for our area and industry.
- Oversee and recommend employee engagement activities. Manage employee recognition programs. Source and share information to enhance employee health and wellness and educate employees about any services available – such as EAP.
- Adhere to policies and procedures as stated in the Employee Handbook.
- When interfacing with the public, ensure all visitors to the Museum have a positive experience. Be knowledgeable about Museum activities, services and layout and willing to assist any visitor.
- Perform other duties related to human resources management, as required.

Minimum Qualifications

- Undergraduate degree in Human Resources, Business or a related field or commensurate relevant experience.
- 3 or more years working in a robust HR role.
- Ability to adhere to strict confidentiality standards.
- Approachable and respectful to engender an open door policy that encourages employee communication.
- Excellent communication and time management skills.
- Experience in dealing with employee issues and providing guidance to managers.
- Experience working in an automated payroll/personnel management system.

Preferred Qualifications

- Professional certification, such as SHRM or PHR
- Experience with Paylocity or similar system.

Salary

Full Time Starting at \$50,000

Compensation flexibility to respond to qualifications and experience of the candidate. Willing to adjust work hours (30-40 hours) or to consider a part-time role (administrative support provided).

To Apply

Please submit a cover letter and resume via email to careers@joslyn.org. Joslyn Art Museum is an Equal Opportunity Employer and the Museum is committed to diversity and equal opportunity in its hiring. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers a competitive salary and generous benefits package.

Joslyn Art Museum is a major regional resource for the collection, preservation, and interpretation of the visual arts. Through its collections, exhibitions, and educational programs, Joslyn Art Museum seeks to foster appreciation and enjoyment of art for the benefit of a diverse regional and national audience.