

Job Title: Human Resources Manager

Type: Full Time

Reports to: Chief Financial Officer

About The DuSable Museum of African American History

The DuSable Museum of African American History is one of the oldest institutions of its kind in the country. Our mission is to collect, preserve and display artifacts and objects that promote understanding and inspire appreciation of the achievements, contributions and experiences of African Americans through exhibits, programs and activities that illustrate African and African American history, culture and art.

Job Summary

The human resource manager is directly responsible for the overall administration, coordination and evaluation of the human resource function.

Manages and supports all HR Strategy, operations and processes, including Payroll, Risk Management, Employee Data, Personnel Files, HR Reporting, Benefits Reconciliation, Leave Management, Recruiting and On boarding, Training, Communications, Career Development, Performance Management, and HR Metrics. Provides HR guidance, coaching and support to personnel. Management of employee relations investigations, actively integrating with corporate legal and ethics entities.

Essential Functions

1. Responsible for timely and accurate payroll management, including timesheet review and approval, preparation and transmission of bi-weekly payroll.
2. Union and Non-Union benefit administration, participating in contract negotiation and management.
3. Manages and develops current and new employee benefit programs, including medical, 403(b) contribution, ST/LT disability and other benefits. Manages annual open enrollment process, including vendor selection, price analysis, etc.
4. Develops, administers, and updates various human resources plan and procedures for all company personnel.
5. Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary.
6. Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness.
7. Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checks; extends job offers; conducts new-employee orientations; employee relations counseling; conducts exit interviews.

8. Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains organizational charts and employee directory.
9. Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
10. Ensures compliance with all federal, state and local employment laws.

Preferred Education/Competencies:

- PHR-HR and/or SHRM certification
- A bachelor's degree and five years of human resource experience, performing three (3) or more HR functional processes.
- Significant knowledge of labor and payroll laws and regulations
- Strong planning and organization skills, excellent written, oral and interpersonal communication skills along with an energetic can-do attitude.
- Analytical skills with proficiency in Microsoft Excel and Word
- Experience with ADP Payroll systems
- Leadership, innovation, and relationship management skills.
- Business acumen and ethical practice. Confidentiality is a must.

Please email résumé, cover letter, and salary requirements to Veronica Milton at vmilton@dusablemuseum.org, with "HR Manager" in the subject line. No phone calls, please.