

CROCKER art museum

POSITION DESCRIPTION

| | |
|--------------------|--|
| TITLE: | Director of Human Resources, Diversity, Equity & Inclusion |
| DEPARTMENT: | Human Resources |
| SUPERVISOR: | Museum Director |
| EMPLOYMENT STATUS: | Full-time/Exempt |
| SALARY RANGE: | \$85,000 - \$120,000 Annually |

PRIMARY OBJECTIVE:

The Director of Human Resources, Diversity, Equity & Inclusion (HRDEI) provides strategic leadership and policy direction in all areas of talent management to help ensure the Crocker Art Museum has an inclusive culture in which all staff can thrive. The incumbent will plan, organize, administer, direct, and institutionalize the functions and activities of the Human Resources Department including, but not limited to staffing (recruiting, hiring, onboarding), staff development/training, performance evaluations, compensation, and legal compliance. He/She/They provides oversight, direction, and coordination of diversity, equity, and inclusion (DEI) programs, initiatives, and activities to help ensure continued advancement of DEI efforts and is a member of the Museum's senior leadership team.

RESPONSIBILITIES AND DUTIES:

Specific duties include, but are not limited to, the following:

- Develop and implement goals, objectives, policies, and procedures for the effective management of the Human Resources Department.
- Provide policy direction and general oversight in functional areas assigned to Human Resources.
- Make recommendations and consult with the Executive Director on issues of HR policy.
- Develop programs and recommendations concerning classifications, compensation, benefits, and staff development.
- Determine optimal organizational structure and talent management strategies to recruit, coach, and retain high-performing staff to deliver on organizational priorities.
- Coordinate and institutionalize HR activities across all departments.
- Develop and oversee initiatives that broaden the Museum's outreach to diverse, qualified candidates and implement best practices in inclusive hiring processes.
- Evaluate and address changing human resource needs.
- Provide interpretations of rules and regulations, procedures, and policies on matters involving personnel policy, workforce planning, and administration.
- Design, implement, execute, and promote a DEI strategy that is embedded into the employee experience and all our talent processes to ensure the Museum continues to seek, retain, value, and develop people who represent the diversity of the world we live in.
- Act as a strategic advisor and a change management leader for Board and staff with the goal of creating a more inclusive culture for all employees to thrive and grow.

- Provide objective and strategic input and guidance to employees at all levels of the organization including career development, and general management/employee relationship issues.
- Guide managers and employees in resolving employee relations issues by providing effective conflict resolution and coaching.
- Identify and implement training programs.
- Develop and implement effective hiring and employee retention programs.
- Act as an employee champion and change agent by anticipating HR-related needs and delivering value added services for the benefit of the employees.
- Implement and manage compliance efforts with labor laws and regulations.
- Provide exceptional customer service internally and externally.

SPECIALIZED KNOWLEDGE, SKILLS AND QUALIFICATIONS:

Knowledge of:

- Principles and practices of human resources administration, including methods and techniques used in recruitment and selection, classification, salary administration, diversity and equity, benefits, organizational development, staff development, and training.
- Federal and State laws and regulations applicable to employment.
- Principles, practices, and methods of program development and implementation related to workforce diversity and equitable employment concerns and activities.
- Multicultural, diversity, and inclusion issues and concerns.
- Statistical concepts and methods used in human resources program management.
- Principles and practices of budget preparation and administration.

Skills in:

- Performing work that is of high complexity and often requires intense and exacting attention to detail and ability to reason through and solve complex problems.
- Organizing, coordinating, and implementing workforce diversity, equity, inclusion initiatives and programs.
- Exercising tact and diplomacy in dealing with sensitive, confidential and/or complex workforce issues.
- Researching, data collection and analysis, critical thinking, problem solving and conceptual skills.
- Addressing complex issues, negotiating with colleagues and other parties; and implementing practical solutions.

Ability to:

- Think strategically and collaborate with individuals and groups from diverse backgrounds and perspectives.
- Establish internal systems and controls, such as, but not limited to, developing and documenting processes, procedures, and protocols.
- Maintain strict confidentiality of sensitive information.
- Interpret and analyze laws, rules, regulations, ordinances, and policies.
- Develop and implement effective techniques for facilitating and improving human resources programs.
- Evaluate departmental and individual performance.
- Maintain a risk management perspective.
- Craft communications (written and verbal) and presentations that compel and persuade.

Education and Experience:

SPHR or SHRM-SCP and BA/BS degree from an accredited college or university in business, HR management or a related field required. Additional qualifying experience may be substituted for the required education on a year-for year basis.

Minimum of four years' experience with two years of supervisory or management of one or more human resources functions and strong knowledge in the areas of diversity, equity, and inclusion strategic initiatives and cross-cultural communication.

Thorough knowledge of all federal and state employment laws, including EEO/AA laws, policies, and regulations.

Proven success leading Human Resources and Diversity, Equity & Inclusion functions with tangible results.

Demonstrated fluency in literature, studies, and best practices related to DEAI and racial equity.

Demonstrated skill in managing, developing, and retaining high performing teams.

Demonstrated ability to interpret and navigate multiple complex and overlapping policies, requirements, procedures, and agreements.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand and walk; sit for long periods of time; use hands to finger, handle, or feel; reach with hands and arms as well as ability to lift and move items of various weights and sizes. Must occasionally lift and/or move up to 30 lbs.

MANAGERIAL RESPONSIBILITIES:

Supervise Human Resources Manager.

FISCAL RESPONSIBILITIES:

Develop and manage departmental budget.

EQUAL OPPORTUNITY EMPLOYER:

Crocker Art Museum is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

TO APPLY: Please send cover letter and resume to: camajobs@crockerart.org

Position is open until filled.