

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Safety and HR Manager	REPORTS TO:	CFO
DEPARTMENT:	Administration	SUPERVISES:	n/a
CLASSIFICATION:	Full-time, exempt	SALARY RANGE:	\$52,500+ DOE

JOB SUMMARY

The Safety and HR Specialist is responsible for leading and managing the safety program as well as some HR duties. This includes safety documentation, training and coordination, benefit administration, and employee onboarding.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

65%	<p>Safety and Compliance Coordination <i>This role serves as the primary lead of the comprehensive safety program. Oversee and maintain the program including, but not limited to, the following:</i></p> <ul style="list-style-type: none"> • <i>Lead Safety Committee meetings, to include calendar and agenda distribution, minutes, etc.</i> • <i>Maintain all Safety Committee records, including meeting attendance, action items, agendas minutes.</i> • <i>Conduct hazard inspections as required by OSHA and other safety regulators</i> • <i>Plan, execute, and debrief safety drills required by safety regulators</i> • <i>Coach and collaborate with employees at all levels of the Company to advance safety culture</i> • <i>Serve as liaison for workers compensation program</i> • <i>Investigate accidents/incidents and prepare reports for insurance carrier</i> • <i>Lead, maintain and create, as needed, all safety plans such as emergency preparedness, risk management, occupational health and safety, etc.</i> • <i>Lead and Coordinate employee safety training including inclement weather, CPR/First Aid, Fire Extinguisher, Manager on Duty, etc.</i> • <i>Maintain records for required vaccinations</i>
15%	<p>Human Resources Administration</p> <ul style="list-style-type: none"> • <i>Maintain personnel files</i> • <i>Update employee and volunteer handbooks as necessary</i>
10%	<p>Employee Onboarding</p> <ul style="list-style-type: none"> • <i>Oversee employee onboarding process</i> • <i>Input new hire information into PuzzleHr's Monday.com board to set accounts in payroll software solutions and train users</i> • <i>Coordinate with supporting departments to ensure resources are in place for incoming employees (computer/email/software access, keys, nametags, membership accounts, etc.)</i> • <i>Coordinate with the People & Culture Coach to schedule New Hire Orientation</i>
5%	<p>Benefit Administration</p> <ul style="list-style-type: none"> • <i>Serve as primary liaison with health insurance broker and healthcare providers regarding employee insurance options and educate staff on available benefits during annual renewal and hiring</i> • <i>Point of contact and museum resource for unemployment benefits, 403(b) retirement plans, flexible spending programs, medical expense reimbursement plan, etc.</i> • <i>Field employee questions related to paid and unpaid leave options and procedures</i>
5%	<p>Additional Duties</p> <ul style="list-style-type: none"> • <i>Contribute to and support the Museum's DEAI initiatives</i>

- *Contribute to and support the Museum's Association of Zoos and Aquariums (AZA) and American Alliance of Museums (AAM) Accreditations*
- *Assist with museum-wide events, such as Free Days, fundraising gala, etc.*
- *Other duties as assigned*

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS

- Two years of college level business/accounting courses
- Bachelor's Degree in related field is preferred

EXPERIENCE

- 3 years of progressively responsible experience with OSHA safety programs or similar
- Proven track record of managing detailed processes and/or schedules
- Some experience with third-party payroll services.
- Involvement in human resource administration
- Experience with employee or volunteer databases

SKILLS/ ABILITIES

- Working knowledge of OSHA, and a willingness to learn AZA, AAM and USDA requirements
- Ability to read, analyze, and interpret complex documents
- Demonstrated ability to use judgment and discretion in confidential matters and to respond effectively to sensitive inquiries and complaints
- Desire and ability to create and maintain excellent working relationships and provide outstanding customer service to coworkers, the public, and other professional contacts
- Understanding of or willing to learn payroll compliance and related labor law issues
- Outstanding oral presentation and written communication skills
- Proficient in Microsoft Outlook, and Word. In Excel, proficient in filtering and sorting tables with a basic understanding of formulas.
- Strong attention to detail, analytical skills, and a natural aptitude for data
- Ability to manage multiple projects simultaneously, make independent decisions as needed, and to prioritize time effectively

PHYSICAL ELEMENTS

- This position involves extended periods of seated or standing desk work

EQUIPMENT USE

- Frequent computer and phone use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date