POSITION TITLE: Director of Human Resources  
STATUS: Full-time, Non-Exempt - Starting at $80,000 per year. 
REPORTS TO: Vice President of Finance and Operations 

ABOUT THE MUSEUM OF LATIN AMERICAN ART  
The Museum of Latin American Art (MOLAA) in Long Beach, California is the only museum in the United States dedicated to modern and contemporary Latin American and Latino art.  

MISSION  
The Museum of Latin American Art expands knowledge and appreciation of modern and contemporary Latin American and Latino Art through its collection, ground-breaking exhibitions, stimulating educational programs and engaging cultural events. 

POSITION DESCRIPTION  
The Director of Human Resources is responsible for staffing qualified personnel; ensuring employment statute compliance; overseeing all aspects of wage, benefit, worker’s compensation unemployment; training program direction, implementation, and administration; and employee relations coaching, counseling, and discipline. Exempt associates are expected to work as much of each workday as is necessary to complete their job responsibilities. 

The ideal candidate will be passionate about MOLAA’s mission, possess an acute interest in learning, be a team-player, clear communicator, detail orientated, flexible in nature, extremely organized, and have the ability to manage multiple priorities with a positive disposition. 

ESSENTIAL FUNCTIONS  
Human Resources Functions  
- Approach all encounters with guests and Associates in an attentive, friendly, courteous and service oriented manner.  
- Maintain regular attendance in compliance with MOLAA’s standards, as required by scheduling, which will vary according to the needs of the Museum.  
- Comply with and ensure adherence to MOLAA’s standards and regulations to encourage safe and efficient Museum operations.  
- Prepare and maintain Human Resources budget.  
- Process Payroll on a Bi-Weekly & Semi Monthly Schedule.  
- Audit and maintain the Payroll & Holiday Schedule.  
- Always maintain a warm and friendly demeanor.  
- Maintain thorough and current knowledge of all Human Resources/Associate regulations and laws, and ensure that the property is in compliance.  
- Participate in EEO, Unemployment, Wage & Hour, Worker’s Compensation, OSHA, ADA, Immigration and Naturalization Service hearings. Implement policies and programs to guarantee compliance.  
- Communicate new policies, information, and directives to all Associates.  
- Instruct staff in interpretation of HR policies and procedures.  
- Ensure staffs compliance with HR policies and procedures.
• Coordinate and monitor recruitment, screening and reference checking of all personnel.
• Maintain Associate benefits programs.
• Set up, approve, and maintain all wage and salary programs, including performance evaluations.
• Recommend and/or approve all Associate transitions, i.e. new hire, transfer, promotion, etc. Assist in creating a positive team-oriented environment which focuses on the guest, through Associate development and motivation.
• Maintain open door policy.
• Conduct training classes.
• Update and submit required reports in a timely manner.
• Practice positive Associate relations, including coaching, counseling & discipline.
• Ensure managers are using coaching, counseling and discipline to address issues/concerns.
• Participate in and monitor orientation programs.
• Condense and expedite paperwork, develop internal communications, improve record keeping.
• Manage all personnel files.
• Attend meetings/training as required by management.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

QUALIFICATIONS:
• At least 5 years of progressive Human Resources experience in a Museum or a related industry; or a 4-year college degree and at least 2 years of related experience; or a 2-year college degree and 3 or more years of related experience.
• Previous supervisory responsibility required.
• Be self-motivated with the ability to work both independently and collaboratively.
• Demonstrate excellent verbal and written communication skills.
• Possess strong organizational, problem-solving, and analytical skills with the ability to manage priorities and workflow.
• Demonstrate a high level of professionalism in dealing with confidential and sensitive issues.
• Proficiency in HRIS systems such as Paylocity.
• Familiarity with and knowledge of employment laws are helpful.
• Have proficiency with MS Office Suite, especially Excel.
• Must be able to evaluate and select among alternative courses of action quickly and accurately.
• Must be effective at listening to, understanding, clarifying and resolving the concerns and issues raised by co-workers.
• Must be able to work with and understand financial information and data, and basic arithmetic functions.
ADDITIONAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Ability to accurately read written information, communicate via telephone, and via email.
- Ability to work at a computer for extended periods of time.
- Capacity to sit or stand for long periods of time.
- Ability to lift up to 25 lbs.
- Bilingual in Spanish preferred.

MOLAA is an equal opportunity employer.