IMMEDIATE POSITION OPENING
HUMAN RESOURCES GENERALIST

The Springfield Museums is seeking a Human Resources Generalist to join our team and provide assistance in various human resources functions. If you have a passion for HR, are familiar with labor laws and are in search of an opportunity to expand your knowledge and career, you are strongly encouraged to apply.

RESPONSIBILITIES:

- Process bi-weekly payroll which requires knowledge of state and federal wage and hour laws and the Springfield Museums’ policies regarding pay and paid time off. Input and transmit 401(k) deferrals. Compile and reconcile payroll related reports as requested.
- Track employee eligibility for insurance and 401(k); notify employees, distribute materials, process related paperwork, and forward to the appropriate agent.
- Maintain employee files and records in electronic and paper form. Ensure salary adjustments, promotions, tax status, voluntary and involuntary deductions, etc. are accurate and current. Notify agents/producers as necessary.
- Process documents such as Worker's Compensation, Accident Reports, Division of Security and Employment forms, etc. Ensure compliance with labor regulations and federal and state employment laws, including pay, leaves, workers’ compensation, ADA, unemployment, etc.
- Complete internal and external job postings, assist in talent acquisition and recruitment processes.
- Conduct employee onboarding.
- Provide support to employees in various HR-areas including payroll and benefits, leaves, policies, etc.
- Assist the HR Director in administering compensation and benefit plans and completion of salary and benefits surveys, compliance reports, etc.
- Assist in development and implementation of human resource policies. Maintain the Human Resources manual, update as necessary to ensure all policies are included and are current.
- Assist in organizing employee training & development initiatives.
- Track annual employee performance reviews.
- Remain current with payroll enhancements, changes in tax rules, wage & hour laws, leaves, ADA, etc., through communication with payroll processing company, publications, seminars and similar means.
- Performs other similar duties as required by responsibility or necessity, or requested by the Director of Human Resources.

REQUIREMENTS:

- BS/BA in Human Resources Management, Business Administration or a relevant field
- A minimum of five (5) years of experience as an HR Generalist, with additional HR training a plus
- Extensive knowledge and experience using ADP payroll software, MS Office, and HRIS systems
In-depth knowledge and understanding of federal and state employment/labor laws
Understanding of general human resources policies and procedures
A high level of integrity and the ability to maintain confidentiality at all times
Aptitude for problem-solving
Attention to detail
Excellent communication and computer skills
People oriented and results driven

Qualified applicants should submit their application of employment by June 27th to: jmuratore-pallatino@springfieldmuseums.org.

An Affirmative Action and Equal Opportunity Employer, the Springfield Museums Corporation is committed to developing and sustaining a diverse staff to further the organization’s mission. Women and candidates from historically underrepresented groups are especially encouraged to apply.