

PLEASE TOUCH MUSEUM®
Position Description

HUMAN RESOURCE GENERALIST

Reports to:	CHRO	Department:	Human Resources
Direct Reports:		Division:	Human Resources
FLSA Status:	Exempt		
Status:	Full-Time	Effective Date:	FY19
		Hours / Week:	40

Background

Please Touch Museum, the Children’s Museum of Philadelphia (PTM) was founded in 1976 and was the first children’s museum to focus exclusively on young children ages birth to seven.

As a leading 21st century children’s museum, PTM’ exhibits, Museum experiences and educational programs are developed to engage children and foster the intellectual, social and emotional skills necessary to be successful in the classroom and in life. PTM’s mission is to change a child’s life as they discover the power of learning through play. PTM welcomes over half a million visitors a year from the greater Philadelphia region, across the country and around the globe. The Museum is housed in Memorial Hall, a National Historic Landmark with over, 100,000 sq. ft in total and 60,000 sq. ft of exhibit space.

Position Summary:

Under the direct supervision of the Chief Human Resources Officer this position provides assistance related to Human Resources functions and administrative support, focusing on recruitment logistical support and other confidential HR duties and projects. The Human Resources Generalist assists with HR and Payroll practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

Assist with the implementation of human resources programs by providing human resources services, including but not inclusive: staffing, employee relations, employment processing, onboarding, compensation, health and welfare benefits, training and development, record management, safety and health, employee retention, ADA &EEO compliance, and completing personnel transactions.

Will also have responsibility in processing biweekly payroll through ADP. Works closely

with the Manager, Accounting related to payroll taxes and deductions.

Responsibilities:

- Assist in the hiring process of employees: includes reviewing resume submissions, scheduling and conducting telephone and team interviews, verifying work-history and references and tracking of new possible candidates in a tracking database. Place job postings on the websites, internally and externally.
- Responsible for internship recruitment and implementation. Assist with establishing and implementing a volunteer management program.
- Perform onboarding functions and update records with new hires. Help with new-hire procedures, including but not inclusive: ensuring all necessary paperwork is properly filled out, verifies I 9 documentations and maintains files, establishes and maintains personnel files, schedules onboarding sessions, tracks new hire orientations, and confirms checklist are completed and implemented.
- Responsible for biweekly ADP payroll processing. Partners with the Finance department related to reporting, distribution of checks and payroll related processing e.g. PTO & part time sick time.
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the ADP database and ensure all employment requirements are met.
- Train new and existing employees to navigate payroll portal (view their paystubs, request their time off etc.)
- Assists with the monitoring of the Museum wage and salary structure. Provides competitive market research and prepares pay studies to help establish pay practices and pay bands that help to recruit and retain superior staff. Participates in salary surveys.
- Assist with the coordination of training sessions and seminars. Assists with the establishment of an in-house employee training system that addresses the Museum's training needs including [training needs assessment](#), [new employee orientation](#), [management development](#), cross-training, the measurement of training impact, and [training transfer](#). Assists managers with the selection and contracting of external training programs and consultants.
- Assists with the implementation of the [performance management system](#) that includes [performance development plans](#) (PDPs) and employee development programs.
- Provides necessary education and materials to managers and employees including workshops, manuals, [employee handbooks](#), and standardized reports.
- Assists with employee communication and feedback through such avenues as Town Hall meetings, [IBAC committee](#), [employee satisfaction surveys](#), newsletters, employee focus groups, one-on-one meetings, and Intranet use.
- Helps to monitor the organization's culture so that it supports the attainment of the Museum's goals and promotes [employee satisfaction](#).
- Assists with the [museum-wide committees](#) including the wellness, training, safety, employee activity, and culture and communications committees.

- Assist in ad-hoc HR projects, like HR and ADP reporting.
- Provides day-to-day benefits administration services. Assist employees with any claim issues. Develops and schedules benefits orientations and other benefits training. Assist with administration of the [403 plan](#), [FMLA](#), disability and [worker's compensation claims](#). Track benefit plans including health care, retirement, Workers Comp etc.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Human Resources or related field required: Human Resources, Business preferred.
- At least 2 years of generalist Human Resources experience, with heavy experience in recruitment.
- Must have experience accurately processing payroll with preference of ADP database.
- Excellent interpersonal skills and organizational skills.
- Able to multi-task and flexible with workflow.
- Able to work with all levels of management team.
- Ensure confidentiality on all facets of the HR function.
- Understand HR laws and regulations related to recruitment, benefits and payroll
- Excellent Office suite skills including word, excel and PowerPoint.
- ADP database both on HR and payroll experience required or experience with another HRIS systems.
- Excellent administrative skills including filing, composing memos and outlook calendar
- Excellent writing and proofreading skills require. Able to comprehend complex HR regulatory documents.
- Demonstrates ability to do have excellent presentation skills for inhouse training. Able to explain HR processes
- Candidates must demonstrate understanding of the best practices in the fields of Human Resources
- Proven project management experience; ability to think strategically; ability to prioritize, make independent decisions and work well under deadlines.
- Strong results orientation with ability to focus on important issues.
- Exceptional interpersonal and oral communication skills.
- Strong relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

Please Touch Museum offers an excellent working environment; a comprehensive benefit package and competitive salary. To apply for this opportunity, please mail your cover letter, resume, accomplishments and salary requirements to: CHRO, Please Touch Museum, 4231 Avenue of the Republic, Philadelphia, PA 19131: Email:

employment@pleasetouchmuseum.org fax: 215-581-3182 Office telephone: 215-581-3189 EOE

Posted: Friday, November 23, 2018