

# Henry

## Human Resources Manager

*Applications received by November 13, 2020 will receive priority consideration.*

### ABOUT THE HENRY

The Henry Art Gallery was founded as Washington State's first art museum in 1926, on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington (UW), Seattle, the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art. Learn about our mission and vision at [henryar.org/about](https://henryar.org/about).

### POSITION PURPOSE

The HR Manager oversees all aspects of Human Resources for the Henry Gallery Association (HGA) employees and Henry Art Gallery UW employees. The HR Manager provides guidance, coaching, and support for department managers and staff members. This position ensures that all employee relations, training, employment processes, recruiting programs, insurance programs, and 403(b) retirement programs follow established procedures and remain in compliance with applicable law. The HR Manager acts as liaison between employees and managers to effectively resolve human resource related issues and ensure successful utilization of plans and positive employee relations. This position also has a leadership role in setting tone, culture, and service levels. The role includes ongoing training and staff development responsibilities, and works closely with the senior management team on strategic goals in support of the Henry's mission, vision, values, and commitment to equity.

### COMMITMENT TO EQUITY

The Henry acknowledges the historical structures and social dynamics that have continuously oppressed communities of color, and we acknowledge our part in institutional racism. We also acknowledge that we are situated on the land of the Coast Salish peoples.

We are actively committed to racial equity and to building a strong foundation of inclusivity and awareness in all we do. We value discourse that brings forward voices and positions that have been – and continue to be – oppressed. We do not tolerate hate speech or actions.

We recognize that we are in the process of embodying these values across our exhibitions, programs, and operations; this is our ongoing work.

The Henry Art Gallery is a part of the University of Washington. For more information about race and equity at the UW, see [u.washington.edu/raceequity](https://u.washington.edu/raceequity).

*SPECIAL NOTE: In consideration of employee health and safety during COVID-19, this position will be set up to work remotely until the Henry reopens, at a date to be determined.*

STATUS: FLSA Exempt

SALARY RANGE: \$67,500 – \$76,500

SCHEDULE: Tuesday – Friday, 36 hours per week

REPORTS TO: Associate Director of Finance and Administration, with a dotted line to the Director

## ESSENTIAL FUNCTIONS

### HR Management:

- Actively works towards implementing an equity lens in the HR area, including reviewing policies and employee relations.
- Provides leadership to foster effective peer-to-peer communication and communication between management and staff.
- Develops, implements, and evaluates human resource-related initiatives that support organizational strategic goals and upholds museum values, in collaboration with department directors.
- Counsels Henry leadership on organizational effectiveness.
- Stays current on relevant human resources related laws and trends.
- In conjunction with management, works with the HGA attorney and UW Attorney General's Office to ensure the Henry is compliant with all applicable employment laws.

### Recruitment and Hiring:

- Develops and implements an effective recruitment program focusing on enhancing the quality, depth, and equitable hiring of staff.
- Manages all aspects of the recruitment process, from position posting to applicant file maintenance to reference checks.
- Assists managers in writing and finalizing job descriptions.
- Serves as a liaison between the hiring manager and the candidate.
- Works with managers to recruit and onboard UW work study employees and interns.
- Provides orientation to new employees, and processes new hire paperwork and required forms for HGA and Henry UW employees.
- Analyzes hiring and turnover numbers.

### Compensation and Benefits:

- In conjunction with supervisors, determines salary recommendations and/or coordinates information/analysis when reviewing salaries and requests for position changes.
- Participates in annual salary surveys and internal salary review, and makes recommendations for adjustments.
- Serves as the primary benefits administrator for HGA's health insurance plans and retirement plan.

- Analyzes HGA benefits programs and furnishes information about costs and coverage of other available plans.
- Serves as organization's representative to insurance brokers and assists employees with benefit questions and concerns.

#### Records Management:

- Assists with the preparation and management of payroll and leave records.
- Reviews HR policies and procedures, including authoring and updating related internal documents, such as the employee handbook.
- Manages and oversees HGA and UW's performance appraisal systems.
- Conducts exit interviews with separating employees.
- Processes and monitors unemployment, L&I, and other employee claims.

#### Employee Relations:

- Advises managers on counseling employees regarding performance issues, morale, and employee recognition.
- Proactively interfaces with employees regularly and reliably to gauge holistic employee experience.
- Facilitates complaint investigations, grievance and discipline handling, crisis intervention, and dispute resolution.

## QUALIFICATIONS

#### Required:

- Experience working with organizational diversity, equity, inclusion, and access efforts.
- Strong knowledge of HR principles, legal employment practices and procedures, and Federal/State/City labor laws and regulations.
- Empathetic and collaborative working style and strong interpersonal skills.
- Ability to handle sensitive and confidential matters with discretion and responsibility.
- Excellent time management, problem solving, and organizational skills.
- Capacity to work independently, take initiative, and implement decisions consistent with museum policy, culture, and commitment to equity.
- Bachelor's degree in Human Resources, Business, or applicable field with a minimum of five years' experience in all aspects of a HR Generalist role and two years emphasis in management; or any equivalent combination of education and experience.
- Proficient computer skills including experience with MS Office.

#### Desired:

- Human resources certification (PHR, SHRM-CP)
- Experience with UW's HR policies and Workday (UW's payroll & HR administrative system)

NOTE: This job description is not intended to be all encompassing. Employee may perform other related duties as directed to meet ongoing needs of the organization.

Diverse backgrounds make us stronger. We highly encourage Black, Indigenous, People of Color, LGBTQ+, and individuals of all abilities to apply.

To apply, please send a cover letter and resume, in one document (PDF preferred), to [jobs@henryart.org](mailto:jobs@henryart.org). No phone calls, please. Applications received by November 13, 2020 will receive priority consideration.