



CALIFORNIA STATE RAILROAD MUSEUM FOUNDATION (CSRMF)

Human Resources Specialist

Overview of the Position

In this part-time Foundation position, the CSRMF Human Resources Specialist (HRS) reports to the President and CEO and works closely with Foundation staff. The reporting location is 106 K Street, Suite 200 in Old Sacramento and complimentary daily parking is available directly behind the California State Railroad Museum.

Responsibilities include but are not limited to: evaluate and recommend personnel policies and procedure changes to the Employee Handbook in accordance with the organization's changing needs and state and federal law; assist in recruiting, interviewing and hiring staff; plan and conduct new employee orientation; administer HR policies and procedures; ensure prompt and complete annual staff evaluation process; administer benefits and/or compensation programs; resolve employee relations issues; counsel staff and advise managers and supervisors; conduct exit interviews; interpret human resources policies and laws.

Our preferred candidate will possess the following qualities:

- Two or four-year college degree in human resources, management, business administration or equivalent
- Minimum of three years of relevant professional experience including relevant human resources standards and protocols
- Knowledge of relevant legislation and regulations
- Ability to communicate effectively through e-mail, over the phone and in-person
- Ability to prioritize and work in a fast-paced environment
- Ability to work independently, exercising confidentiality, good judgement and professionalism
- Strong interpersonal skills and have demonstrated success working with a variety of team members and staff

Salary Range

Salary range for this position is \$19 - \$25 per hour DOE and is expected part-time at 20 hours a week. Benefit package includes free parking, paid holidays, vacation and sick time.

How to Apply

Cover letters and resumes will be accepted until Monday, March 23rd with interviews of selected candidates expected to occur on March 27th. Please send your submission by email to Cheryl Marcell, President and CEO at cmarcell@csrmf.org.