



## REQUEST FOR PROPOSALS

TITLE: Human Resources Specialist  
CATEGORY: Temporary Contract (part-time)  
DATES OF SERVICE: Immediate

### PROCESS FOR SUBMITTING PROPOSALS:

Please submit proposals with fee structure and resume to Lucy Mikhailova, Senior Vice President Finance and Human Relations, at [lucy.mikhailova@annapolis.org](mailto:lucy.mikhailova@annapolis.org) by December 20, 2021.

### POSITION SUMMARY

Historic Annapolis, the leading preservation and history organization for Maryland's capital city, is seeking to hire a consultant to assist the organization with a variety of activities related to human resources. These include, but are not limited to, recruitment and hiring; integrating diversity, equity and inclusion into personnel practices; overseeing the performance evaluation process; arranging staff training sessions; making sure personnel records are up to date; advising on compensation; and assisting with any grievances, disciplinary actions, or staff departures that may arise. The consultant will report to the President/CEO and Senior Vice President Finance.

### DUTIES AND RESPONSIBILITIES

1. Working with senior staff, manage the process for recruiting and hiring new positions, including writing job descriptions, posting positions, screening shortlist candidates, scheduling and assisting with interviews, and onboarding.
2. Related to policies and procedures for review and approval by the Board of Trustees:
  - o Draft new Hiring Policy; and
  - o Update existing Employee Handbook
3. Arrange and oversee facilitation of staff training sessions to include, but not limited to, anti-bias education, sexual harassment, and emergency planning.
4. Coordinate orientation for new employees on HR policies, internal procedures, and regulations.
5. Ensure job descriptions are up-to-date and reviewed annually

6. Related to local, state and federal human resource regulations:
  - Ensure that the organization is compliant with all and notices are communicated and posted as required by law
  - Provide staff with most up-to-date information as they relate to benefits and employee termination (unemployment options, insurance, etc.)
  - Assist with completing paperwork and compliance reports as needed
7. Working with senior managers, ensure that annual department work plans are in place and support the organization's strategic plan.
8. Set standards for pay scales and recommendations for instituting merit increases based on skills/qualifications, performance reviews, market research, and financial health of the organization.
9. Maintaining physical and digital files for employees and their documents, benefits, and attendance records.
10. Oversee annual performance evaluation process, including updating and providing performance forms as needed, notifying all staff of deadlines, and ensuring timely completion.
11. Provide counsel, suggest solutions, and serve as mediator when disciplinary action against employees is required and/or employee disputes arise.
12. Provide timely answers and resolution to employee queries.
13. Assist with internship recruitment and placement within the organization.

#### SKILLS, KNOWLEDGE AND EDUCATION

1. A minimum of a bachelor's degree in human resources, business, or another related field; master's degree preferred.
2. Previous experience in other HR or administrative positions; preferably more than 3 years.
3. Working knowledge of diversity, equity and inclusion best practices in the workplace
4. Knowledge of high-level administrative tasks and responsibilities.
5. Excellent verbal and written communication skills.
6. Advanced computer skills, including data entry, data processing, and presentation software.
7. Ability to identify and problem-solve human resource issues in a timely manner.
8. Leadership and coaching skills.
9. Strong empathy and interpersonal skills.
10. Detail-oriented with excellent organizational skills.
11. Experience in conducting successful recruitment, orientation, and dismissal procedures.
12. Well-versed in employment regulations and practices, including training, employment, and labor laws.
13. Project, time management, and presentation skills.

#### COMPENSATION

Commensurate with skills and work experience.