



JOB DESCRIPTION

JOB TITLE:	Human Resources Director	JOB GRADE:		FLSA:	Exempt
BRANCH/DEPT:	Home Office	REPORTS TO:	President	REV. DATE:	12/2/2013

SUMMARY:

The Human Resources Director has overall responsibility for the Human Resources (HR) function within the Bank and is charged with planning and managing human resource programs and strategies. The HR Director is responsible for recruiting and retention strategies; employee relations and engagement; and day-to-day procedures. Functions within the department include hiring, benefits administration, payroll administration, and ongoing employee relations work. The HR Director also holds overall responsibility for ensuring that the Bank maintains compliance with human resource-related bank and federal programs, policies, and regulations. This position reports to the President and CEO and is responsible for managing two staff positions within the department.

REQUIREMENTS:

Bachelor's degree in Human Resources or business related discipline.

Minimum of ten years HR generalist experience, with a minimum of 5 years HR management experience.

Experience in developing and implementing HR strategies that align with business goals in the areas of recruitment and retention; people development; employee relations and compliance.

Ability to collaborate with other departments and all levels of associates.

Excellent communication, leadership, organizational, and decision-making skills.

Ability to effectively manage sensitive situations and confidential data.

Strong HRIS experience required.

SPHR certification preferred.



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PRINCIPLE ACCOUNTABILITIES:

Develop and maintain the Human Resource initiative within the Bank's Strategic Plan; ensuring the Bank's direction on employee relations, hiring, and retention is adequately addressed and managed.

Develop and implement HR programs that support business objectives including competitive compensation and benefits programs, HR policies and guidelines, regulatory compliance programs, organizational development programs, payroll administration and employee record management policies.

Develop the recruiting and retention strategy for the bank, including directing the process for phone screens, interviews, reference checks, etc. Responsible for ensuring all recruiting efforts comply with state and federal laws.

Develop and manage the Performance Management program for the bank. This includes designing and measuring the effectiveness of the performance review tools, training associates, and communicating the process as needed. This also includes annual salary planning with management.

Provide consultation to management on sensitive employment issues, assist with disciplinary action and terminations and engage legal counsel as needed.

Ensure compliance with all employment laws, including EEO, ADA, FMLA, and FLSA, and Bank policies.

Direct and implement employee engagement and retention programs such as Service Awards, Breakfast with the President, and other promotions.

Complete internal control tasks, such as completing required governmental reports, monthly payroll audits, and ongoing reviews of other HR associate's reconciliations.

Participate in other projects or Bank initiatives as assigned by management.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Affirmative Action/Equal Opportunity Employer