



JOB DESCRIPTION

Position: Human Resource Manager

Position Description The Human Resource Manager is responsible for the Bank's Human Resource function and related duties, working closely with members of Senior Management in supporting Bank goals and strategic directions.

Position Summary The Human Resource Manager handles the day-to-day operations of the Human Resource department including policy development and implementation, performance management, employee development, engagement and retention, well-being, payroll/benefits, onboarding, offboarding and employment law.

Duties/Responsibilities

- Provides leadership and oversight in human resources ranging from strategic planning, employee relations, organizational effectiveness, change and performance management, to leadership coaching, and communication planning.
- Ensures compliance with federal, state, and local employment laws and regulations.
- Develop and implement personnel policies and procedures.
- Ensures effective salary/benefits administration.
- Lead and facilitate the performance management process and activities, including goal setting, performance appraisals, and development plans ensuring location meets established goals.
- Partner with managers and senior management to identify and monitor development opportunities and training programs to ensure growth opportunities for employees.
- Support activities relating to employee discipline, involuntary terminations, performance improvement plans, employee claims, investigations, and employee relations counseling.
- Manages partner activities, serving as the primary point of contact and support for outsourced HR functions including, but not limited to, payroll, health insurance, 401(k) and ESOP administration.
- Collaborate with managers for new staff needs and lead related activities including job posting, job application management and job interview organization.
- Coordinate employee onboarding activities with various departments in the Bank.
- Organize employee meetings and training events along with creating and distributing informative communication for such events.
- Collaborate with Bank leadership to design and deliver training programs for employees and managers on topics such as diversity and inclusion, performance, and workplace harassment.
- Establish a trusting, safe and neutral environment setting where employees can openly engage with HR; connect in-person with employees regularly.
- Provide detailed and timely Human Resource customer service, including delivery of accurate, prompt, and courteous assistance to both internal and external customers.
- Performs other duties as needed.
- Follows all 1st State Bank policies, procedures, compliance, and security practices.

Required Skills/Abilities

- Maintain confidentiality and appropriately handle sensitive information with discretion.
- Excellent interpersonal, verbal, and written communication skills, projecting a professional image.
- Working knowledge and understanding of Human Resources, with capacity to adhere to all regulatory, legal, employment law and compliance requirements.
- Self-motivated with the ability to meet established goals.
- Proficient in various computer programs including Microsoft Office Suite
- Exceptional attention to detail, organizational and time management skills

Qualifications

- Bachelor's in Business Management, Human Resources, or Business Administration (required)
- SHRM-CP certified, a plus
- 5+ years of Human Resource experience