

HR Manager

At First State we value growth, teamwork and customer service. We strive to provide an environment that promotes creative thinking and problem solving while still offering fun and flexibility. In other words, our employees want to come to work each day. Throw out those old ideas of what banking should be and see what banking really is!

If you welcome a challenge and thrive in a fast-paced environment, First State is the place for you!

POSITION SUMMARY: Leads, directs and manages the Bank's "People Portfolio." Responsible for all human resources functions including, but not limited to, recruiting, hiring, benefits administration, compensation, payroll, compliance, and employee relations.

ESSENTIAL FUNCTIONS:

Job Specific

- Oversee and/or handle all aspects of recruiting, including, but not limited to, collecting a requisition form, creating job descriptions, generating job postings internally and externally, screening applicants, scheduling interviews and working with third party recruiters when necessary.
- Assist team leaders through the interview process and in selecting the best person for the job.
- Administer pre-employment assessments and background checks.
- Coordinate with the HR Specialist and HR Intern to plan and conduct new employee orientation.
- Assist with the processing and review of payroll. Be knowledgeable of applicable compensation and payroll regulations.
- Suggest and/or implement new benefit program ideas such as vacation time, sick time, insurances, 401(k), EAP, FMLA, etc. Assist the HR team with communication of the information to employees.
- Oversee and assist with the annual Open Enrollment process, including but not limited to approval of changes with the Board of Directors, preparation of materials and communication of changes to employees.
- Serve as Chair of the 401(k) Committee. Facilitate meetings with members and our financial consultant. Educate employees on the value of participating in the 401(k) plan.
- Coordinate training of management in all aspects of human resources and legal compliance.
- Oversee the coordination training of all personnel on bank industry processes. Maintain a training log for regulatory purposes.
- Administer performance evaluation program. Review all completed evaluations. Assure evaluations occur in a timely and efficient manner.
- Coach and assist managers when dealing with an employee who exhibits performance deficiencies.
- Advise management of applicable risks associated with various employee relation issues and recommend appropriate solutions.
- Manage aspects of the compensation program, including but not limited to, participating in external salary surveys, collecting information for annual pay increases, and tracking metrics related to Bank's incentive compensations program.
- Administer end of employment process including, but not limited to, performing exit interviews, outlining last day items for a departing employee and preparing separation agreements as needed.
- Review employee handbook, job descriptions and compensation information at least annually and update as needed.

- Ensure compliance and fair administration of Company policies and procedures.
- Participate in assigned company committees and coordinate or implement goals as directed from committee meetings.
- Lead department audits that are conducted by outside vendors, such as, the annual 401k audit, workers' compensation audit, and HR/payroll audit.
- Respond to employee questions/comments concerning benefit programs, compensation, growth and development opportunities, training, personnel issues, etc.
- Maintain personnel records appropriately, including, but not limited to keeping current with benefit plan enrollments, 401(k) plan participation documents, performance evaluations, promotion/transfer announcements, disciplinary actions, FMLA certifications, etc.
- Attend human resources training workshops, conferences, etc. Read human resources periodicals.
- All other duties as assigned.

MINIMUM JOB REQUIREMENTS:

- **EDUCATION/EXPERIENCE REQUIREMENTS:** Bachelor's Degree in business administration or human resources and a minimum of 3 years human resources or management experience required. Additional HR experience is preferred.
- **LICENSE, CERTIFICATIONS, ETC.:** Valid motor vehicle driver's license is required. SHRM-CP, SHRM-SCP, PHR or SPHR designations preferred.

SCHEDULE: Monday through Friday – 40 hours per week. May require occasional work on evenings and weekends to meet established goals.

TO APPLY: Please visit our website <https://www.1fsb.bank/about-us/careers>