

Human Resource Manager Job Description

Duties/Responsibilities

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with department managers to understand skills and competencies required for openings.
- Onboards new employees, including background checks and employee eligibility verifications and setting up in Timeclock, Intranet, security systems and various benefit programs.
- Performs routine tasks required to administer human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; and employment related inquiries.
- Leads employee disciplinary meetings and handles exit interviews.
- Assist supervisors with performance evaluations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of regulatory changes, best practices, and employment law.
- Responsible for maintaining personnel files.
- Works closely with the Comptroller to process bi-weekly payroll including but not limited to gathering all timesheets and reviewing for accuracy, annual work comp audit, quarterly tax returns, etc.
- Visit all locations at least once a quarter with the purpose to engage with employees, coordinate team building activities and meet with employees as necessary.
- Plan employee events including but not limited to annual service awards and Denim for a Cause donations.
- Responsible for completing annual salary surveys
- Responsible for tracking employee annual reviews of certain policies.
- Performs other duties as assigned.

Sales & Service Excellence Responsibilities

Answer inbound telephone calls promptly.

Bring the need for additional training to the attention of the Sales, Marketing, Compliance & Training Director (SMCT Director).

Maintain an organized work area.

Apply the bank's service excellence standards to all customer communications and conversations – internally with coworkers and externally with customers.

Support the bank in its efforts to connect with the community, improve operational efficiency, maintain profitable growth, and achieve service excellence. Always look for and share about opportunities for improvement.

Compliance, Operational & Training Requirements

Complete compliance training as assigned through BAI computer-based training system and all other training as assigned.

Education/Experience/Skills Requirements

Bachelor's Degree in Human Resources, Business Administration or related field.

5+ years of human resource management experience required.

Ability to act with integrity, professionalism, and confidentiality.

Excellent communication skills, written and verbal.

Excellent interpersonal, negotiation, and conflict resolution skills.

Excellent organizational skills and attention to detail.

Thorough knowledge of employment-related laws and regulations.

Physical Requirements

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift 15 pounds at times.

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