



First National Bank Job Description

Title: Human Resource Manager

Department: Human Resources

Reports to: CEO

Classification: Exempt

Position Summary: The Human Resource Manager reports directly to the CEO of First National Bank. This position is responsible to develop and implement human resource policies and procedures to recruit and retain the best possible staff to serve First National Bank. A critical aspect of this position is to assure that the Company is in compliance with all applicable employment laws and regulations. Human Resources will work closely with bank management and Team Leaders throughout the hiring process, salary and benefits administration and human resource compliance for First National Bank. This position will need to be familiar with the Company's strategic plan and culture in order to direct the hiring, human resource administration and training processes in the most efficient and effective manner.

Essential Duties and Responsibilities:

- Provide guidance on the development and implementation of HR policies, processes and tools.
- Responsible for the recruitment and onboarding of all staff.
- Designs implements and administers equitable compensation and benefit programs for all employee groups, analyzing various wage and salary reports and benefit programs to determine competitive plans.
- Participates in payroll and benefit administration, ensuring accuracy and compliance in all areas.
- Manages the human resources information and recordkeeping system that protects legal rights of employees, applications, former employees and employers.
- Directs and develops staff training and development programs; identifies individual and team training needs and solutions.
- Recommends, implements and administers policies and procedures, consulting with legal counsel to ensure that policies comply with federal and state law.
- Answers employee questions, resolves personnel conflicts, advises team leaders with employee relations.
- Oversees all company-wide employee committees and events.

Other:

- As the overall bank's team of employees, this position may be requested to assist in the support of other bank activities.

Competencies:

- **Human Resource:** must have a thorough understanding of all aspects of human resource management in community environment, including all pertinent laws and regulations.
- **Oral/Written Communication:** must be able to communicate thoughts clearly in both ways throughout the organization and to all levels of staff and vendors.
- **Customer Orientation:** respond sensitively to the needs and priorities of the customer (internal & external), recognize and take appropriate action to meet their needs, and establish an effective working relationship with customers to gain their respect and loyalty.
- **Negotiation:** must be able to see both sides of an issues and work to develop a solution to the problem along with being able to find the best middle ground that meets the needs of all parties.
- **Managing Change:** embrace change and see it as an opportunity. Introduce new ideas and procedures into the work unit by maximizing the positive effects.
- **Coordination:** make necessary adjustments in schedule to coordinate efforts with others to ensure work consistency.
- **Adaptability:** able to adjust quickly to different work situations and remain composed during stressful times.



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Education:

- Undergraduate degree in Human Resources, Training or related field

Experience/Knowledge/Skills:

- 4-7 years of experience
- Management, supervision, and leadership experience preferred.
- Strong communication skills (both verbally/written)
- Management skills
- Knowledge with the financial industry
- Confidentiality
- Critical thinking skills

Specialized Training/Certification:

- PHR or SPHR certification or the ability to acquire in a year.
- Must have valid Iowa driver's license.

List of software, tools, or other devices used by this position: Software and websites related to employment, payroll and benefit programs. Proficient with Microsoft Office.

Physical Demands: Actively listening, standing, walking, squatting, lifting 50lbs, eye coordination, sitting, multitasking, and reaching.