**Human Resource Officer, Dean Bank**

**Dean Bank has an exciting opportunity for an experienced professional in our Human Resources Environment.  We offer competitive salaries, as well as a full and generous benefit package with opportunity for professional career development.  We are problem solvers.  We are neighbors.  It is our mission to make a lasting, positive impact within the communities that we live and work.  We focus on the success of our customers by providing outstanding products and services that exceed their expectations.   Please consider joining our team and expanding your future.**

**SUMMARY**

Plans, organizes, implements and administers the Bank's human resource function.  Manages employee recruitment and hiring, benefits administration, affirmative action, staff training, employee relations, employee events and wellness initiatives, compensation balance and performance management.  Coordinates employee communications and manages personnel records and database.  Ensures human resources regulatory compliance.  Maintain and assures confidentiality of all employee records. Consistently provides outstanding and professional financial services. Exceeds customer expectations and expands financial relationships by actively selling and cross selling quality banking products and services to individual, family and business customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**include the following. Other duties may be assigned.

 Manages the Bank's human resources function.  Develops and monitors short and long-term HR strategic objectives.

* Provides for effective recruitment and hiring of new staff in accordance with needs.  Oversees new employee orientation and on-boarding, counseling, discipline and termination activities.  Works with managers to research and resolve employee relations problems.
* Oversees the development and maintenance of employee files in compliance with federal and state regulations.  Assures compliance with FLSA, COBRA, ADA, Wage and Hour, FMLA, and other leave of absence regulations.  Assures accuracy of employee data in HRIS.  Provides audit trail information for any record changes in systems.  Maintains up-to-date employee handbook and supervisory policy manual.
* Manages Bank's salary administration program.  Analyzes wage and salary data to ensure a competitive and equitable compensation plan.  Maintains up-to-date job descriptions and competitive pay ranges.  Coordinates bi-weekly payroll activities with Accounting Department.  Participates in appropriate industry wage and benefit surveys.
* Researches and negotiates group benefit offerings and contracts.  Approves invoices for payment.  Oversees benefits recordkeeping and audits for accuracy and completeness of information.
* Coordinates staff competency and training activities and annual training plan.  Researches, evaluates and implements internal and external training opportunities. Develops new training programs as necessary.  Researches opportunities for employee growth within budget parameters.
* Manages performance management program, including annual reviews, performance improvement programs and compliance with employee reward and discipline plans.
* Develops and ensures the Human Resources strategic plan.
* Provides ongoing counsel, training, development and motivation to managers and staff.
* Oversees the succession development planning process and staff organizational development plan.
* Coordinates and over-sees the bank's special events teams to include the annual Town Hall and Employee Team Building events.
* Responsible for the success of the Bank's wellness programs and initiatives.
* Generates regular and special management reports.
* Responds to employee requests for information, including clarification of Human Resources policies and/or procedures.
* Manages the preparation of year-end and other notifications for benefit renewals, performance appraisal packages, employee functions, training schedules, etc.
* Serves as Bank's S.A.F.E. Act Officer to assure compliance with the S.A.F.E. Act.
* Serves as Bank's Equal Employment Opportunity and Affirmative Action Officer. Provides for the maintenance of an up-to-date Affirmative Action Plan.
* Driving is a requirement of this position.  This position requires driving in order to complete basic responsibilities included within this description.  This could include driving to different branches, meetings, events, to customers, vendors, or other businesses, as examples.
* Other duties may be assigned if necessary.

 **QUALIFICATIONS:**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

 **EDUCATION and/or EXPERIENCE:** Bachelor's degree and specialized human resources training.  At least seven years progressively responsible HR management experience in a multi-location environment. PHR and/or SHRM CP Designation preferred. Experience within a financial environment preferred.

Dean Bank is proud to be an Equal Opportunity Employer.  Veterans and individuals with disabilities are encouraged to apply.