

KSBank

POSITION DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

Department: Human Resources
Supervises: HR Generalist

FLSA Status: Exempt
Reports To: President/CEO

POSITION SUMMARY

Responsible for the overall management of the Human Resources function for the Bank including personnel selection, compliance, the performance appraisal system, employee relations, the disciplinary process and training. Develops, maintains and administers personnel programs that enable the Bank to be effective and profitable as a result of the efficiency and motivation of each employee. Promotes a professional culture that selects, engages, trains, develops, recognizes and rewards the outstanding people who deliver the bank's brand to customers. Monitors, administers and maintains the Bank's benefits plans and the salary administration program. Ensures the employment, benefits, HR administration and payroll practices are in compliance with State and Federal employment requirements. Assures the Bank's EEO and Affirmative Action Plans and processes are functioning in accordance within legal guidelines.

GENERAL QUALIFICATIONS

Knowledge: A four-year degree in a business or human relations field or equivalent experience is required. A PHR or SPHR certification is desired. Knowledge of strategic human resources processes including talent management, employee training and development, recruiting, performance management, compensation, benefits, organizational development, compliance and employee relations is essential. A thorough working knowledge of wage and hour laws, employment laws, benefits and salary administration guidelines and payroll procedures is required.

Experience: A minimum of five years experience in a business environment is required, with a strong concentration on human relations, compliance, and employment and HR administration. Banking experience is preferred. Actual hands-on experience with training, recruiting, employee relations, payroll and benefits is necessary. Experience with various software applications to assist with human resource, payroll and benefits administration would be beneficial.

Skills: Must have well-developed leadership and human relations skills. Excellent written and oral communications skills and the ability to manage confidential and sensitive information are essential. Must be able to interact effectively with employees and management and be able to interpret legal documents and governmental regulations. Sound judgment and decision-making skills are necessary. Proficiency with the PC and Microsoft programs is important.

Physical Demands/Work Environment: Must have the ability to work the hours and days required to complete the essential functions of the position, as scheduled. Vision, hearing, speech and manual dexterity are required. A valid North Carolina driver's license is necessary. Must have the ability to read, analyze and interpret information concerning human resources

KSBank

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and employment guidelines. Must be able to communicate effectively with all employees. Other normal office-related physical demands may be necessary.

Mental Demands: Must have the ability to listen, reason, think, concentrate and interact with others. The ability to exercise self-control and work under stressful conditions is necessary, particularly in community relations situations is important. Must be able to work under pressure and make quick decisions.

ESSENTIAL FUNCTIONS

- Provides leadership with the administration of the Bank's human resources, assuring employment practices and procedures are in compliance with regulatory and legal requirements.
- Coordinates and participates in the recruiting, interview and selection process for new employees. Oversees the new employee orientation program. Conducts exit interviews as needed.
- Consults with departmental personnel concerning human resource issues, policies, performance assessments, training and development needs and employee counseling/disciplinary issues.
- Responsible for the development and implementation of performance management program and systems. Coordinates and/or delivers training where needed.
- Drives organizational design and development based on best practices.
- Monitors and maintains the Bank's salary administration program working closely with management in the development and evaluation of positions throughout the Bank.
- Prepares and presents pertinent information to the Board of Directors and Board committees as necessary.
- Communicates and administers the employee benefit programs for the Bank. Assures all operational aspects of programs are administered effectively.
- Communicates policies and guidelines as outlined in the Employee Handbook and Code of Ethics. Maintains and updates required policies as needed.
- Ensures Bank policies and procedures are up-to-date with employment laws and regulations, and communicated to employees accordingly.
- Prepares the annual budget for the human resources department. Monitors the budget throughout the year to ensure that expenses are maintained accordingly.
- Oversees the payroll process assuring employees are paid promptly and accurately. Acts as administrator of the Bank's Incentive Plan and Profit Sharing Plan.
- Assures the Bank is adhering to regulatory, compliance and security requirements as they pertain to this position.
- Oversees all governance and governmental compliance of HR related functions.

KSBank

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DIRECTOR OF HUMAN RESOURCES

- Manages and administers the Bank's retirement programs.
- Works with management to prepare those who have responsibilities for coaching, mentoring, strategic planning and leadership.
- Oversees external training and development programming in areas of leadership and staff development.
- Provides leadership, coaching and mentoring for direct reports. Ensures each employee has career building pathway and appropriate periodic and annual evaluations.
- Participates in required training and has the responsibility for following regulatory requirements including those pertaining to the Bank Secrecy Act (BSA), Anti-Money Laundering (AML), Customer Identification Program (CIP), and OFAC to assist in the identification, detection and determent of money laundering or other unlawful activities.
- As a member of and/or lead for the bank's Disaster Recovery team, actively participates in planning, reporting, and program updates for Disaster Recovery plan. Actively engaged, trained and prepared to support the bank's DR plan.

ADDITIONAL RESPONSIBILITIES

- Functions as a team and realizes all members of the team are vital to its success.
- Participates in various community activities to ensure KS Bank is visible in the communities it serves.
- Takes advantage of opportunities to build banking relationships and ask for business. Shows appreciation for customers and provides solutions when problems arise.
- Performs other duties as required.

Acknowledgement

The undersigned employee acknowledges receipt of the Position Description and understands the essential functions, responsibilities and qualifications for the position.

Furthermore, the employee acknowledges that this Position Description is not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required. The essential functions may change as deemed necessary by management.

Employee Signature

Date

KSBank

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DIRECTOR OF HUMAN RESOURCES

Manager Signature

Date