

# CENTURY SAVINGS BANK

**JOB TITLE:** AVP, Manager of Human Resources

**DEPARTMENT:** Human Resources

**LOCATION:** Landis Avenue Branch

**ACCOUNTABILITY:** Executive Management

**JOB STATUS:** Exempt

Under the general supervision of Executive Management the Manager of Human Resources is responsible for planning, organizing, and directing all Human Resource activities for the Bank. These activities include salary administration, payroll, employee relations, benefit administration, policies and procedures, regulatory compliance and performance management. Coordinates the ongoing activities of the Human Resources Department to meet assigned goals and provide the optimal delivery of departmental support in conformance with established Bank policies and procedures.

## **Primary Responsibilities:**

Performs any functions necessary, within their scope of authority and expertise, to provide the highest level of departmental support and responsiveness to the diverse needs of the Bank's employees.

## **Essential Job Functions:**

1. Performs all bi-weekly payroll procedures including reviewing employee timesheets, setting-up new employees and maintaining employee payroll deductions. Ensures payroll, payroll tax payments and pension distributions and benefit premiums are made on a timely basis.
2. Responsible for administration of all Bank sponsored benefit programs. Answers questions and resolves employee benefit issues. Ensures benefit programs are in regulatory compliance. Solicits and reviews renewal proposals and makes recommendation to Executive Management.
3. Administers compensation programs developing appropriate salary grades and ranges. Participate in annual salary and benefit surveys and assists the Board Compensation Committee with bonus and salary decision making. Maintains external and internal equity in the Banks compensation program. Advise Executive Management regarding compliance with EEOC salary guidelines.
4. Responsible for maintaining the Bank's Human Resources Information System and Time and Attendance System. Prepares reports for compliance with employment laws.

5. Implements Affirmative Action Program and ensures the preparation and approval of the Bank's Affirmative Action Plan.
6. Develops, recommends and promotes employee policies in compliance with Employment Law Guidelines. Prepare and maintain Employee Handbook. Advise Department Managers and employees on interpretations of employee policies.
7. Assist Department Managers in development of Job Descriptions. Annually review and maintain Job Descriptions for all Bank positions in support of the Performance Evaluation Process and compliance with current regulatory requirements. Assist in implementing and maintaining the Performance Review Program to ensure effectiveness, compliance and equity within the Bank.
8. Proactively partner with Department Managers and Executive Management to provide advice & counsel in addressing employee issues, promotions, salaries and terminations.
9. Counsel and assist all Departments with the recruiting process and ensure compliance with employment law guidelines and Bank Selection and Hiring Policy. Respond to Department Managers staffing requirements, provide internal and external job postings, schedule interviews, make compensation recommendations in accordance with salary grades, ranges, and market conditions. Complete all required recruiting and hiring documentation required for compliance.
10. Organize and conduct Productive Workforce Environment Training and assist with additional staff development as requested.

The above is a description of the ordinary duties of the position. It should be expected that from time to time, other duties both related and unrelated to the above may be assigned, and therefore, required.

**Other Responsibilities Include:**

The Manager of Human Resources is expected to be familiar with and to fulfill the compliance requirements within their area of responsibility and monitor the Bank's staff capabilities and efforts in these areas. All employees are expected to prevent and report improper employee and customer activity. Allegations of wrongdoing or suspicions that any Bank policies or procedures have been violated must be reported immediately.

Daily and overnight travel may be required to other locations and employee must be able to work irregular schedules to meet the demands of the Bank, which may include early morning, evening and/or weekend hours.

**Position Requirements:**

Education and work experience equivalent to two years associates degree and five years related work experience and/or training; or four year college degree in a business field with three years related work experience and/or training. Proven knowledge of regulatory compliance in all areas Human Resource and Employment Law. Excellent written and verbal communication skills and managerial skills.

## **Physical Demands/Conditions Requirements:**

Any physical demands/work conditions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be regularly required to sit or stand for prolonged periods of time, talk to customers and employees. The employee may occasionally be required to reach with hands and arms, stoop, kneel, or crouch. The employee may regularly lift and or move up to 30 pounds. Vision is required by this job. The noise level in the work environment is usually moderate.

Applicants should send resume directly to Debbie Springfield at [dspringfield@centurysb.com](mailto:dspringfield@centurysb.com).