



1st Capital Bank

POSITION DESCRIPTION

Title: Human Resources Director

Reports to: Chief Operating Officer

FLSA Status: Exempt

POSITION SUMMARY:

The HR Director is responsible for the management of 1st Capital Bank's Human Resource Department. The HR Director develops, implements, and aligns HR programs with business objectives, serving as a strategic partner of the senior management team while supporting employees in their day to day HR needs.

As we are experiencing a period of growth, the HR Director is responsible in designing and finalizing the HR policies, contributing to business strategy, develop workforce plans and programs that align with the organizations overall strategic objectives, forecast talent needs and address the talent gaps, orchestrate learning skills and career development of the workforce, employee orientation, education, and training, management development, employee and labor relations, affirmative action compliance, policies and procedures, workers compensation administration, wage and salary administration, benefits administration, organization development, and employee assistance.

ESSENTIAL DUTIES & RESPONSIBILITIES

Bank Strategy

- Partner with Executive Management to implement and support 1st Capital Bank's strategies, policies, practices and programs.
- Organize and lead various activities focused on our strategy to recruit, reward and retain employees
- Support and drive recruitment activities in partnership with Executive Management
- Drive strategic change by anticipating HR-related needs and delivering value added services for the benefit of the Bank and employees.
- Participate in Board-level HR and Compensation Committee

Talent Management and Employee Relations

- Enhance, implement and measure performance management programs
- Enhance and implement effective hiring, on-boarding and employee retention programs
- Define and implement Learning and Development strategy focused on short, medium and long-term growth view of the bank.
- Consult with managers and employees in resolving employee relations issues by providing objective coaching and effective conflict resolution.
- Conduct investigation and escalate issues related to breaches of regulations and policy.

HR Operations

- Supervise HR staff and lead the HR team in creating an inviting and cohesive employee experience.
- Enhance and improve operating cadence related to payroll, performance management and other internal operating requirements.
- Develop and manage annual budgets for the department and perform periodic cost and productivity analyses.
- Ensure compliance with all the Labor laws and regulations
- Maintains current knowledge of industry trends and employment legislation
- Maintain effective levels of business literacy including company goals, mission, financial position, strategy, competition, technology and culture.
- Any other duties in alignment with the Bank's Vision, Mission and Values.

REQUIREMENTS FOR THE POSITON:

To fulfill this role, the HR Director must possess a broad range of business knowledge and leadership skills, including:

- Strategic thinking skills to work with the CEO and executive team to set direction.
- The conceptual skills to shape the organization to meet tomorrow's demographic challenges.
- Cross-functional business understanding with a P&L orientation.
- Financial acumen to broadly balance resources and understand the financial implications and tradeoffs of investments in every aspect of the business, including talent.
- Technological savvy to drive efficiencies and to engage the workforce through innovations in technology solutions.
- Broad based risk management acumen in matters related to employee relations, talent management and HR operations.
- The ability to convey the importance of talent at all levels as a fiduciary issue to the Board of Directors and the leadership team.
- Legal literacy to help ensure a culture of compliance and integrity at every level of the organization and across borders.
- Operational ability to ensure that the transactional aspects of HR are well executed in a world of fast-moving and changing expectations of the employee population.
- Adherence to the spirit and letter of laws, regulations and policies that govern 1st Capital Bank.

Working knowledge of:

- Federal and State rules and regulations as they apply to banking
- Organization and operations of a financial institution
- Research methodologies applicable to the analysis of bank policies and procedures.

Ability to:

- Drive and deliver strategic and operational outcomes with close follow-up and limited delegation
- Communicate effectively both verbally and in writing, including skill to prepare complex reports and procedures utilizing technical, financial and statistical information.
- Act as liaison between departments, management, examiners and customers in matters of compliance.
- Work in a fast-paced environment with a focus on timely, accurate results
- Demonstrate technical, intellectual focus with attention devoted to getting results that are timely and accurate
- Influence and drive decisions based on careful understanding of all available information; detailed technical knowledge; expertise and serious considerations for all sides of the issue/problem
- Maintain confidentiality of files and privileged information.
- Understand, interpret and apply complex laws, rules and regulations as they apply to compliance in a financial institution.
- Examine and ensure compliance with a wide variety of complex laws, rules and regulations.
- Proficiently use a personal computer. Possess a thorough knowledge of Microsoft Office and all applicable applications. Must be diligent in the use of the Internet and able to review government and regulatory web sites.
- Use equipment and materials in a safe and acceptable manner, follow established safety procedures, use appropriate safeguards and observe common sense rules of safety in all on the job activities.

QUALIFICATIONS:

Education and Experience

- A minimum of 10-15 years of experience at mid to senior level management.
- Bachelor's degree or commensurate experience is highly recommended
- Senior Professional Human Resources (SPHR) Certification is preferred
- Professional Human Resources California (PHR-CA) Certification is preferred
- Requires outstanding interpersonal, coaching and listening skills with the ability to communicate within all levels of the organization
- Proven ability to remain objective, discrete and exercise common sense at all times.
- Able to develop strong, trusting relationships within department and organization.
- Thrives in a dynamic environment and able to work on various projects simultaneously, requiring strong organizational and time management skills

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 is regularly required to talk or hear. Employee frequently is required to sit for prolonged periods. Employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel or crouch.
- Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here 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 occasionally works near moving mechanical parts and is occasionally exposed to the risk of electrical shock.
- Noise level in the work environment is usually moderate.