



Human Resources Manager

Oversee, direct, and conduct day-to-day operations of all HR related functions by executing and refining recruiting and staffing initiatives and employee life-cycle processes, monitoring the completion of training curricula, and addressing employment-related inquiries for staff, supervisors and managers. Partners with leadership team to understand and execute the organization's human resource strategy, including talent acquisition, employee relations, benefits analysis, compensation, applicable laws and policies/procedures. This position utilizes discretion and operates independently with minimal direction and impeccable attention to detail. Serves as a role model exuding trust, striving to make a positive impact, and maintaining the highest professional standards for confidentiality and ethical behavior. This position reports to the company President.

Responsibilities

HR Support:

- Ensures compliance with company HR policies and local, state and federal laws and regulations by reviewing and managing the accuracy, confidentiality and maintenance of HR documents.
- Assists in implementation of and ensuring compliance with HR systems applications.
- Analyzes information and data to recommend and/or make HR business decisions.
- Ensures compliance with all federal, state, and local employment laws to include equal and civil rights, FMLA, FLSA, HIPAA, COBRA, unemployment compensation, workers compensation, OSHA, Wis. And EPA rules, and others as applicable.
- Organizes and executes special projects; analyzes, assembles and obtains information for the President and leadership, and assists staff as needed.
- Serves as advisor to employees and managers regarding human resources policies and procedures, providing staff guidance, instruction, interpretation, and transfer of knowledge.
- Assists in development, implementation and maintenance of policies, procedures and updates to physical and electronic resources.
- Maintain and monitor access to all human resources-related files including personnel, medical, unemployment, and other applicable employee files.

Talent Management & Compensation:

- Serves as the recruitment, assessment and selection subject matter expert to attract and retain top talent through effective talent management practices.
- Partner with hiring managers to understand their needs, recommend recruitment strategy and create recruitment plan.
- Create job postings, develop behavioral-based interviewing materials, screen candidates, schedule and assist with conducting interviews, check references and prepare conditional job offers.
- Analyze candidate background and interview materials and assess organizational fit to highlight pros and cons of candidates for hiring managers.
- Ensure the accurate and timely completion of all required new hire forms, policies and trainings.
- Process and onboard new hires, facilitate orientations, complete terminations and exit interviews and employee lifecycle changes.
- Maintain organizational charts and other relevant employee information and reporting.
- Prepare and analyze pay plans and job descriptions, ensuring compliance with wage and hour laws and regulations

Payroll & Benefits Administration:

- Process time-off requests through HRIS including FMLA, Worker's Compensation and ADA.
- Prepares and audits payrolls and completes payroll transactions and changes adhering to established policies and procedures to meet anticipated deadlines.
- Receives, responds to, and resolves employee payroll and benefits questions and problems.
- Counsels new, existing and terminating employees on payroll and benefit options, timelines, taxes, and deductions.
- Act as a liaison between employees and insurance providers to resolve benefit related issues and ensure positive relations.
- Administer benefits plans and assists employees with the completion of benefit enrollments, changes, terminations, and maintenance according to policies and procedures.
- Process monthly billings for all benefit plans. Review bills for accuracy and compile reports as needed. Coordinate quarterly retirement plan enrollment meetings.
- Communicate initial enrollments and qualifying events with COBRA Administrator and reconcile accounts receivable account.
- Prepare worker's compensation paperwork and conduct thorough investigation of all reported injuries.
- Process unemployment insurance paperwork.
- Ensure compliance with governmental regulations and reporting requirements covering the benefit plans.

Performance Management:

- Partners with leadership to administer performance evaluations, strategize succession planning initiatives, and career development programs.
- Facilitate coaching sessions with managers to identify performance gaps, assist with motivating employees, communicating performance and appropriately addressing and resolving employee issues.
- Serve as employee relations advisor by doing intake of the issue, researching any necessary information, soliciting any necessary resources and providing advice as needed.
- Create Performance Improvement Plans (PIPs) in conjunction with managers to give employees the opportunity to succeed while still holding them accountable for past performance. Ensure managers have open dialogue and provide consistent feedback.
- Work with managers to review and recommend terminations, exercising care that reasons are well documented and not arbitrary or discriminatory.

Knowledge, Skills & Abilities

- Advanced knowledge of human resources principles and government reporting requirements including related federal and state regulations, filing and compliance requirements.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).
- Strong computer aptitude with ability to learn new software.
- Excellent communication and interpersonal skills with all levels of the organization.
- Excellent time management and organizational skills.
- Excellent problem-solving capabilities and analytical skills.
- Ability to adapt to changes in a fast-paced work environment with frequent interruptions, changing priorities and multiple deadlines.
- Ability to manage and resolve conflict.
- Ability to maintain high level of confidentiality.

Minimum qualifications

- Bachelor's degree OR equivalent education and relative experience.

We offer competitive pay and an exceptional benefits and leave package. This is an exempt position.

Location: First Citizens State Bank - Main Branch, 207 W. Main St., Whitewater, WI 53190

How to Apply: Please submit Resume, three professional references with contact information, and a Letter of Interest outlining the relative experience, skills and qualifications you will bring to the position. Submit materials to: ASexton@firstcitizensww.com

Review of applications begins April 24, 2023. Applications will be accepted until position has been filled.