

**AMERICAN NATIONAL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Employment & Employee Relations Manager (389)

DEPARTMENT: Human Resources

GRADE LEVEL: K

EEO TITLE: 1.2 First/Mid-Level Officials & Managers

CLASS: Exempt

JOB GROUP: 1C

DOO: 2/2010

DOR: 09/2011

JOB SUMMARY:

Under the direction of the Human Resources Director, proactively manages the development, administration, interpretation and implementation of effective employment and onboarding programs. Manages programs relative to employee relations, leaves of absence, employment and personnel file record retention, and other HR programs. Writes/updates Employee Handbook policies and provides interpretation and guidance to managers and employees. Responsible for timely completion of required training applicable to the position and regular and effective application of such training in the performance of the position.

ESSENTIAL JOB FUNCTIONS:

1. Develops and manages the employment strategy, sourcing techniques, selection and onboarding activities, and implementation of effective, innovative and efficient programs to ensure the hiring and retention of the best talent for the Bank. Continuously evaluates associated policies, procedures and practices with recommendations to management as needed for improvement and/or compliance. Manages activities of staff in carrying out such functions as developing sources of qualified applicants, screening and/or testing candidates, checking references and background, evaluating applicant qualifications, and the offer/hiring process. Manages associated systems and recordkeeping on recruitment, interviews, hires, transfers, promotions, and terminations, including Affirmative Action Plan data. (25%)
2. Coordinates the required information, implements, and manages the Bank's Affirmative Action Plan. (10%)
3. Manages the effective and efficient engagement of new employees through the orientation and onboarding process and communications. (10%)
4. Provides counsel and guidance to employees and management on the interpretation of personnel policies or programs. Assists in writing or updating the Employee Handbook or other policies as needed. (15%)
5. Manages employee relations programs including coaching employees, supervisors and managers in resolution of employee relations issues and associated documentation such as performance improvement plans and/or progressive discipline as applicable. Escalates issues to HR Director if necessary. Maintains a high-functioning current working knowledge of employment law practices and regulations. (15%)
6. Manages the administration of various Human Resources programs such as the employee leave of absence program, the quarterly service award/new employee appreciation luncheons, the random drug testing program, and other special projects as assigned. (10%)
7. Manages employee record retention system in compliance with regulatory requirements. (5%)
8. Maintains a current knowledge of legal and regulatory requirements impacting the Human Resource Department and ensure compliance. Laws may include but are not limited to Family Medical Leave Act, Civil Rights Act, Title VII, ADEA, Rehabilitation Act, ADA, Vietnam Era Veteran's Readjustment Act, Pregnancy Discrimination Act, IRCA, FLSA, etc. (5%)

MARGINAL JOB FUNCTIONS:

1. Performs other related tasks and duties as directed by management. (5%)

NECESSARY KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of effective human resource practices, methods, and processes.
2. Knowledge of State, Federal, and legal regulations and requirements related to human resources including ERISA, EEO, ADA, FMLA, COBRA, Wage and Hour, etc.
3. Ability to hire, train, supervise, motivate, and develop departmental staff including performance management.
4. Excellent interpersonal, communication, and presentation skills.
5. Ability to manage multiple projects simultaneously.

6. Strong personal computer proficiency especially in Microsoft Office Word, PowerPoint and Excel plus experience with human resource information systems and applicant tracking systems.
7. Ability to relate well to others and build rapport and effective business relationships.
8. Demonstrated leadership, project management, team building, and time management skills.

EDUCATION & EXPERIENCE:

1. Bachelor's degree in Human Resources, Business Administration or equivalent work experience.
2. At least seven years of progressive human resource generalist experience with a focus on employment and employee relations.
3. People management experience (leading at least a small team of 1-2 people).

PHYSICAL REQUIREMENTS:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read documents, computer screens, reports and other communication.				X
Hearing: Must be able to communicate with customers and co-workers.				X
Standing/Walking:		X		
Climbing/Stooping/Kneeling etc.:	X			
Fingering/Grasping/Feeling: Must be able to write and use keyboard.				X

PHYSICAL DIMENSIONS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.