



FARMERS & MERCHANTS BANK & TRUST

Job Title: **HUMAN RESOURCE OFFICER**

EEOC Class: Exempt

FLSA Status: Exempt

* Regular Work Days: Monday – Friday - Some Saturdays May Be Required

*Regular Work Hours: 8:00 A.M. – 4:00 P.M. Monday - Friday

*Work hours/days listed, are intended to be a general schedule. Employer may rearrange work schedule or request additional hours be worked to meet the needs of the business.

Job Summary: The Human Resource Officer is responsible for the overall administration of the Bank's Human Resource function. The position is also responsible for assisting managers in maintaining staff, public relations, and internal affairs of the bank.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

HUMAN RESOURCES

- Administers the Human Resource function
- Collaborates with Managers regarding the hiring of talent
- New hire onboarding
- Prepares and Updates Job Descriptions
- Benefit Administration – Medical – Dental – Life & Disability
- Assists with internal and external audits
- Works with managers to resolve work related issues
- Employee Communications
- Maintains Personnel Files
- Administers Profit Sharing Plan
- Administers Incentive Plan
- Payroll
- HR Policy Updates
- Serves as the Bank's SAFE ACT Officer
- Serves as the Corporate Secretary of the Holding Company
- Serves as the Corporate Secretary of the Bank

Performance Factors:

To perform the job successfully, an individual should demonstrate the following competencies:

- Familiar with State and Federal employment laws
- Ability to negotiate contracts
- Ability to Supervise and motivate personnel
- Ability to keep cool under pressure
- Ability to work with little or no Supervision
- High level of thoroughness
- High level of accuracy
- High level of professionalism
- High level of confidentiality
- Ability to prioritize workload and manage responsibilities.
- Knowledge of compliance with banking regulations
- Proficient knowledge of bank software programs, Microsoft and Excel

Supervisory Responsibilities:

Collaborates with Senior Management. Department and Branch Managers regarding staffing, legal and disciplinary issues.

Education/Experience:

High School Diploma. 5 years of related experience and/or training or equivalent combination of education and experience.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Farmers & Merchants Bank & Trust is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, Sexual Orientation, gender, national origin, disability status, genetic information, pregnancy, protected veteran status or any other characteristic protected by law