HR SPECIALIST – JOB DESCRIPTION

Support Management with the general administration of Community Bank’s Human Resources (HR) function.

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<thead>
<tr>
<th>Classification</th>
<th>FLSA Status</th>
<th>Department</th>
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<tbody>
<tr>
<td>Full-Time</td>
<td>Non-Exempt</td>
<td>Administration</td>
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STATEMENT OF EXPECTATIONS

Community Bank expects all employees to comply with the responsibilities of their assigned position to the highest degree of performance by:

- Adhering to the Company’s policies and supporting Management decisions and goals in a positive, professional manner.
- Representing Community Bank with a high level of integrity and professionalism.
- Maintaining knowledge and understanding of banking rules, regulations, laws and all policies and procedures pertaining to them including, but not limited to, the Bank Secrecy Act.
- Demonstrating a willingness to adapt to changing business needs and deadlines.
- Possessing a work ethic that includes neatness and punctuality.
- Exhibiting a professional, business-like appearance and demeanor.

ESSENTIAL FUNCTIONS

- As directed by Community Bank Executive Management, provide effective administration, custody, quality assurance and internal control over the following key Human Resource Management functions:
  - Payroll (Paylocity)
  - Benefits
  - ESOP/401k
  - Personnel Files
  - Job Descriptions
  - Documentation
  - Compliance
  - Policy and Procedure
- Ensure compliance with laws, regulations and policies related to Community Bank’s management of its human resources. Maintain working knowledge of the Bank’s Personnel Policies and Procedures Manual and Employee Handbook; participate in the annual review process of these documents. Understand and monitor compliance risk, documentation and reporting deadlines.
- Function as a liaison between various internal relationships up and down the chain of command keeping stakeholders appropriately involved and informed.
- Assist management with training and development programs. Ensure appropriate HR related compliance training is delivered and completed by all employees.
• Administer various HR/Benefit cycles including Payroll, Performance Review/Merit Pay, Employee Benefits Plan Administration, and the 401k/ESOP plans.
• Advise employees and/or managers regarding Community Bank HR Policy, best practices, manager/employee relationships and conflict management.
• Assist with the recruitment, interview, selection and on boarding process including: advertising placement for e-recruiting, job boards, and other sources of recruiting/advertising; applicant tracking, including receiving, processing and tracking resumes; scheduling interviews as directed by hiring managers; and coordinating pre-employment testing (e.g., background checks and drug screening).
• Manage EEO and Affirmative Action tracking; collect confidential EEO information; file annual EEO-1 and Vets 100 reports.
• Maintenance and custody of confidential employee records including personnel, confidential, medical, W-4, and I-9 files. Respond to inquiries such as for employment verification etc.
• Administer leaves of absence especially under FMLA/OFLA/FLA.
• Investigate accidents and prepare reports for insurance carrier (Workers’ Compensation)
• Assist with the development and progression of employee performance standards and expectations. Coordinate and track the annual performance review and performance goal setting process.
• Design and maintain new employee orientation for organization-wide use and guidelines for location-specific orientation procedures. Conduct location-specific orientation as needed.
• Provide incident/case management on employee grievances and disciplinary actions. Provide data supporting administration of incident/case management.
• Responsible for completing Digital University and all other training courses as assigned.

ADDITIONAL RESPONSIBILITIES

• Conduct analysis and prepare reports as required by Management.
• Develop and maintain functional relationships with management and employees.
• Utilize continuing education to maintain specialized HR Admin related knowledge and competency; often this will be self-study through reading material and web based delivery on Bank time.
• Perform other duties as assigned.

ENVIRONMENT AND INTERACTION

Primary work location will be College Place administration office with occasional travel to branch office locations for relationship building and training. Work areas are inside, in a climate-controlled environment, with moderate background noise. Position may involve exposure to potentially hazardous conditions (e.g., robbery).

• **Reports To:** Chief Financial Officer
• **Supervises:** None
MATERIAL AND EQUIPMENT USED:
- Computer
- Fax Machine
- Copier
- Voicemail
- Typewriter
- Automobile
- Printer
- Telephone
- Email
- General Office Supplies
- Payroll/HR Software

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS
- **Sitting/Mobility:** Approximately 75% of time is spent working at a desk. Balance of time (approximately 25%) is spent moving around work areas.
- **Communication:** Ability to effectively communicate with co-workers, clients and outside agencies in writing, in person and over the phone.
- **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos and other appropriate paperwork.
- **Lifting/Carrying:** Ability to transport files and supplies (up to 25 pounds).
- **Stooping/Kneeling:** Ability to access files and stock supplies.
- **Reaching/Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies.

PROFICIENCIES
- Excellent written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person and over the phone.
- Solid word processing and computer database skills; high proficiency level working in Microsoft Office software, especially Word and Excel.
- Outstanding interpersonal skills with the ability to effectively lead and work with individuals and groups at all organization levels; ability to work independently and as part of a team.
- Firm understanding of various techniques used to properly manage a diverse workforce; ability to resolve conflict with an objective approach.
- Good understanding of procedures and policies used for recruitment, termination, promotion, and retention.
- Strong analytical ability with active listening skills; ability to effectively use research methods, thoroughly analyze work situations, and draw valid conclusions from data.
- Ability to work accurately with close attention to detail; take initiative and prioritize tasks; good time-management, organizational, problem-prevention, and problem-solving skills; maintain confidentiality of extremely sensitive information; study and apply new information.
EDUCATION AND EXPERIENCE

- Bachelor’s degree or equivalent relevant experience.
- Four (4) years of human resources experience.
- Possess a valid Oregon/Washington State driver’s license as well as proof of auto insurance.

ACKNOWLEDGEMENT

I have received and reviewed a copy of the HR Specialist job description. I understand that this job description is not a contract of employment and in no way changes the at-will nature of my employment relationship with Community Bank, under which either Community Bank or I can terminate the employment relationship at any time, with or without cause or notice.

_________________________________________________  ______________________________________
Signature of Employee                                               Date

_________________________________________________
Printed Name of Employee

_________________________________________________  ______________________________________
Signature of Supervisor                                               Date

_________________________________________________
Printed Name of Supervisor