



Grand Bank for Savings, FSB | Member FDIC

Human Resources Director

Job Summary: The Human Resources Director is responsible for leading and administering all aspects of the Bank's human resources function. This position serves as the Bank's primary human resources professional and is expected to operate independently while partnering with executive management to support the Bank's mission, culture, strategic objectives, and regulatory obligations.

The Human Resources Director is responsible for the full employee lifecycle, including recruitment, onboarding, benefits administration, payroll administration, employee relations, performance management, training, policy administration, regulatory compliance, and leadership development. The position leads the Bank's Human Resources function through the independent management of all day-to-day Human Resources operations.

The successful candidate must be comfortable operating as the sole Human Resources professional for the Bank while effectively prioritizing competing responsibilities, exercising sound judgment, and partnering with executive management and enterprise Human Resources leadership. The successful candidate must possess excellent organizational skills, strong attention to detail, and the ability to independently execute routine administrative responsibilities with the same level of care as strategic initiatives.

The position reports to the Chief Compliance Officer and is expected to collaborate with enterprise human resources leadership while independently managing the Bank's human resources operations.

Essential Duties and Responsibilities: The Human Resources Director will provide service and support to business line partners across the Bank. The essential functions include, but are not limited to the following:

- Hiring & Recruitment- Lead all aspects of the Bank's recruiting and hiring process, including workforce planning, creating and maintaining job descriptions, sourcing candidates, coordinating interviews, extending offers, conducting pre-employment screening, onboarding new employees, and maintaining complete and accurate personnel records. The successful candidate must have direct experience leading full-cycle recruiting and onboarding.
- Implementation and Management of Learning and Training Programs - Training, development, and education to promote individual success of employees, which will in turn add capacity to the Bank. This includes employee training required by law (compliance), as well as training to promote the Bank's core values.
- Human Resources Operations & Administration- Administer the Bank's day-to-day human resources operations, including employee relations, compensation administration, benefits

administration, leave administration, payroll administration and backup payroll support, performance management, policy administration, employee recordkeeping, and compliance with all applicable federal and state employment laws and Bank policies.

- Maintain and administer the Bank's employment policies, employee handbook, and Human Resources governance documents while partnering with executive management and Compliance to ensure ongoing legal and regulatory compliance.
 - Maintain Human Resources records and reporting required by applicable law, regulatory guidance, and Bank policy.
 - Conduct and document workplace investigations and assist management with employee counseling, corrective action, and performance management.
 - Provide guidance and coaching to executive management and business line leaders regarding employment matters, policy interpretation, employee relations, and employee and leadership development.
- Department Leadership and Independent Management- Serve as the Bank's primary Human Resources Leader and independently manage the day-to-day operation of the Human Resources Department. The successful candidate must be comfortable operating as an independent human resources professional while effectively prioritizing competing responsibilities, exercising sound judgment, and partnering with executive management and enterprise human resources leadership.
- Benefit Plans. Administer employee benefit plans, coordinate annual renewals and open enrollment, and serve as the primary liaison with benefit providers and other Human Resources vendors.
- Participation in other projects or Bank initiatives as assigned by Management.

Minimum Qualifications (Knowledge, Skills, and Abilities):

- Bachelor's degree in Human Resources, Business Administration, or a related field, or equivalent experience.
- **Minimum of five (5) years of progressively responsible Human Resources experience with: direct responsibility for recruiting; employee onboarding; employee relations; compensation and benefits administration; direct responsibility for payroll administration, including both hands-on experience with payroll systems and responsibility for payroll accuracy, processing, and compliance; performance management; policy administration; and employment law compliance.**
- Demonstrated experience independently managing multiple human resources disciplines simultaneously.
- Experience serving as the primary Human Resources leader for an organization, division, or business unit while directly supporting executive leadership.
- Strong working knowledge of federal and state employment laws, including but not limited to FLSA, FMLA, ADA, EEO, COBRA, USERRA, and applicable wage and hour requirements.
- Experience administering HRIS and payroll systems (ADP experience preferred).
- Ability to maintain the highest degree of confidentiality, professionalism, and integrity.

- Excellent written and verbal communication skills.
- Strong organizational, analytical, and problem-solving abilities.
- Ability to work independently, exercise sound judgment, and manage competing priorities with minimal supervision.
- SHRM-CP, SHRM-SCP, PHR, or SPHR certification preferred.

Preferred Experience:

- Experience in banking or another highly regulated industry.
- Experience supporting executive leadership and working directly with senior management.
- Experience building or improving HR processes within a growing organization.
- Experience operating as the sole Human Resources professional within an organization or as the primary Human Resources professional in a lean organization is strongly preferred.

Physical Demands and Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to speak or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Grand Bank offers a competitive salary along with the following benefits:

- 401(k) and Profit Sharing
- Health Insurance
- Dental Coverage Plan

- Vision Coverage Plan
- Disability Insurance
- Life Insurance
- Flexible Schedule
- Paid Time Off
- Community Service PTO Match (Bank approved)
- Tuition Reimbursement

Job Type: Full-time

Location: On-Site in Hattiesburg, MS

Pay: Based on education and experience

About Grand Bank for Savings, FSB: Grand Bank continues to experience substantial growth and on the fast track to becoming a leader in providing affordable, innovative financial products to our customers throughout the U.S. Our mission is to deliver cost-effective financial tools to give our customers better ways to borrow, spend, and save. We thrive on creating solutions to help our customers live healthier financial lives and improve their relationship with money. From saving for retirement to buying their first home, whatever stage of life they are in, we are with them every step of the way.

Chartered in 1968, Grand Bank has a rich history of thinking out of the box to offer unique products to meet the needs of our customers. We value our team members and all they bring to the table. If you're passionate about delivering customer-focused solutions with a digital edge to help others build solid financial health, you want to work for us. You'll discover a career full of excitement, challenge, purpose, and opportunity at Grand Bank. We are proud to be an equal opportunity workplace dedicated to pursuing and hiring a diverse, talented, and engaged team.

We offer competitive salaries, advancement opportunities, and a comprehensive benefits package. Join our team today!

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