



Human Resources Manager - St. Cloud, MN

Stearns Bank is an independently, employee-owned, \$2 billion, financial institution based in Saint Cloud, Minnesota with locations in Minnesota, Arizona and Florida.

At Stearns Bank, our trademarked slogan is: **“We Get The Job Done”!** This is evident in our fast-paced culture, which has led Stearns to be the #1 ranked Bank in the Nation based on a three-year ROA average among community banks with \$1 billion+ in assets.

Our number one asset is our employees and our commitment to them shows. We strive to maintain the perfect work-life balance for our employees and have an enhanced benefits program that reflects this. We were also recently named one of the “100 Best Companies to Work For”.

Come join a Team that you can be proud of!

Position Overview:

The Human Resources Manager is responsible for employee relations and management of essential human resources functions. Responsibilities include HR compliance, developing policies and procedures, employee relations and performance management, compensation reviews, and overall personnel management and retention. We are looking for supervisory experience, and a true team player who collaborates well with all levels of management and staff, clearly communicating a welcoming, approachable open-door policy to all. We would like to see experience in protecting and preserving confidential personnel and bank information, and exceptional listening and communication skills, with skills to manage and navigate delicate circumstances confidently, professionally, tactfully, and courteously. We are fast-paced and high-performing, and our Human Resource Manager will be able to adapt and be high-energy, enthusiastic and positive, personable and approachable, and direct, composed and seasoned.

Responsibilities:

Compliance

- Develop, recommend, and promote personnel policies and programs in a way which complies with all applicable federal, state, and local laws, regulations, and legal interpretations.
- Stay abreast of current and changing laws and regulations related to Human resources.
- Maintain and update employee handbook, policies and procedures that allow for clear expectations of employees
- Manage corporate compliance programs (AAP, EEO, etc.)

Employee Relations & Performance Management

- Manage and resolve employee relations issues.
- Provide guidance to managers, supervisors and employees with respect to disciplinary actions, development plans, terminations, etc.
- Manage and coordinate performance review process to ensure compliance and effectiveness.

Compensation Reviews

- Research, analyze, develop, recommend, and promote compensation program.
- Ensure organization is in alignment with the marketplace to maintain competitiveness.

Recruitment

- Assist with recruitment efforts, including working with employment agencies, recruiters and hiring managers to attract, develop and retain superior team members.

Qualifications:

- Bachelor's Degree in Human Resources
- 7+ years' experience in Human Resource management
- Banking experience preferred
- Ability to prioritize and adapt to change in a fast paced environment
- Strong interpersonal skills with the demonstrated ability to collaborate and develop and maintain productive relationships
- High attention to detail
- Demonstrate initiative and exercise good judgement

Send or email resume to:

Stearns Bank N.A.

Attn: Human Resources

4140 Thielman Lane

St. Cloud, MN 56301

Resumes8@stearnsbank.com

EEO/AAP