



Position Title:	Employment Specialist
Reports to:	Human Resource Officer
Pay Status:	Exempt, Full-Time

This position, as well as all North Valley Associates, is responsible for carrying out the Bank’s mission statement:

Our Mission: Building Better Communities

“We will build better communities by helping our neighborhoods and small businesses grow and prosper through the delivery of quality financial services.”

Summary of Position:

The Employment Specialist is a professional responsible for managing the end-to-end recruitment process to identify, attract, and hire top talent. This position will also assist with disciplinary action and the termination process. This position will also work closely with the Human Resource Officer in order to be cross-trained in all HR duties to be able to fill in if needed, all while demonstrating professionalism and commitment to our bank’s values.

Key Responsibilities

Sourcing and Advertising:

- Create and post job advertisements on various platforms including the Bank’s website and social media.

Candidate Screening:

- Review resumes, screen applications against essential criteria, and conduct initial phone interviews.

Interview Management:

- Coordinate and schedule interviews with hiring managers and provide feedback to candidates.
- Attend interviews in conjunction with hiring managers.

Offer and Onboarding:

- Negotiate job offers, send offer letters, and manage the initial onboarding process, including background checks and employment forms.



Stakeholder Collaboration:

- Liaise with department heads to understand staffing needs, define job requirements, and forecast future hiring demands.
- Develop appropriate job descriptions in conjunction with managers.

Disciplinary Action:

- Work with managers to ensure appropriate disciplinary action is taken when needed and follow up on progress.

Termination Management:

- Work with managers when employee termination is necessary.
- Conduct exit interviews.

Skills & Qualifications:

Required:

- Bachelor’s degree in Human Resources, Business Administration, or a related field.
- 2-5 years of experience in recruitment or Human Resources.
- Solid understanding of federal, state, and local employment laws and regulations.
- Strong interpersonal and communication skills along with effective time management.

Preferred:

- Experience with ADP.

This description has been reviewed and approved by the following:

Printed Name

Signature

Date

Management Signature

Date

Human Resources Signature

Date

