



## **Vice President of Human Resources**

Cattaraugus County Bank (CCB) of Little Valley, NY seeks a Vice President of Human Resources (Human Resource Officer) for this \$335MM independent, community bank with seven locations in Cattaraugus, Chautauqua, and southern Erie counties.

Reporting to the President/CEO, the HRO can be expected to:

1. Oversee and manage the talent acquisition and retention function, including recruitment and interviewing, orientation/onboarding, and retention strategies to maintain a competent and motivated workforce.
2. Together with the CEO, develop and implement the Bank's staffing plan and budget; and develop/update the Bank's succession plan.
3. Research, develop, and implement competitive compensation, benefits, and employee incentive programs, as part of a comprehensive total rewards program.
4. Oversee and administer the Bank's performance management system.
5. Administer the employee relations function, including employee coaching, discipline, performance improvement, conflict resolution, and termination.
6. Ensure that the Bank complies with Federal, State and local labor laws.
7. Oversee and/or facilitate employee training.
8. Assist managers and employees with human resources-related questions and issues.
9. Perform all duties in compliance with BSA, OFAC and other banking requirements.
10. Promote an environment that supports diversity and upholds CCB's shared values.
11. Perform payroll function back-up duties; reviews all payroll changes.

The successful candidate should have at least a Bachelor's degree in Human Resources or Organization Development. In lieu of a degree, certification in PHR or SPHR is required.

Must possess at least five (5) years' of human resources management experience in diverse functional areas of Human Resources – hiring/selection, training/organization development, performance management, employee relations, total rewards (compensation and benefits); and HR/regulatory compliance, preferably in a banking environment.

If you enjoy a collaborative work environment with a passion for building relationships with people and businesses in the communities we serve, this might be the right opportunity for you.

We offer a competitive salary and benefits package that considers previous background, education, and results. To apply, send cover letter and resumé to:

Richard Koerner  
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