



POSITION DESCRIPTION

Position Title: Training and Development Officer **Hours:** 40 hours (Mon-Fri)
Reports To: Human Resources Manager **FLSA Status:** Non-Exempt
Department: Human Resources

SALARY RANGE

The hourly range for this role is \$36.77 - \$53.00. The pay rate for the qualified applicant will be determined based on a variety of non-discriminatory factors. The factors may include, but are not limited to, job-related knowledge, skills, location, and experience. Specific roles may be eligible for performance-based incentive compensation, bonus, and/or equity awards.

POSITION SUMMARY

The Training and Development Officer is responsible for improving the productivity of Commencement employees. This position assesses company-wide developmental needs to drive training initiatives and identifies and arranges suitable training solutions for employees in-line with the strategic initiatives and direction of the Bank. This position actively searches, works collaboratively, creatively designs, and implements effective methods to educate, enhance performance and recognize performance. Commencement employees embrace and practice the Bank's core values: Dedication, Teamwork, Integrity, and Respect and support an environment of diversity, equality, and inclusion within all aspects of the organization.

The Training and Development Officer is a leadership role within the Bank. A qualified candidate will have an extensive background in developing training programs and possesses strong leadership abilities in effective communication, accountability, self-awareness, organization, honesty, and integrity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assure compliance with all Bank policies and procedures as well as state and federal banking regulations, as applicable
- Follow all BSA/AML/OFAC guidelines and complete annual training as assigned
- Work in conjunction with senior managers, mid-level managers, and supervisors to evaluate development opportunities and technical, regulatory, and system training needs for each area within the bank
- Train and coach managers, supervisors and others involved in employee development efforts
- Develop a training program for new supervisors/managers and annual training as needed
- Create development programs and objectives in conjunction with the Bank's strategic plan/initiatives
- Create recognition program for milestones in development, superior performance, and/or tenure with the Bank
- Serve as a mentor for all new hires as they complete their job specific training
- Conduct annual training and development needs assessment and modify training plans as needed

- Assist with budgeting for training needs (in-house and offsite) and administer spending against the budget with appropriate approval
- Obtain and /or develop effective training materials utilizing a variety of media
- Plan, organize, facilitate, and order supplies for employee development and training events
- Develop and maintain organizational communications such as electronic bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources
- Conduct follow-up studies of all completed training to evaluate and measure results
- Effectively onboard new employees while exemplifying the desired culture, philosophies, and core values
- Continuously solicit feedback and enhance the onboarding program as needed
- Assist Human Resources Manager in other areas within the department
- Remain well-informed of employment laws and compliance
- Model a culture of learning through personal growth and development
- Other duties as assigned

REQUIRED SKILLS

- Certification related to Human Resources (SHRM, PHR, or similar) required within 2 years
- Excellent verbal and written communication skills
- Excellent interpersonal and leadership skills
- Strong presentation skills
- Proven ability to manage self and others through change within an organization
- Adept with Office 365 products, and a variety of multimedia training platforms/methods
- Ability to evaluate and research training options and design/implement effective training and development
- Strong ability to practice confidentiality and highly ethical behavior
- Detail-oriented with high organizational skills
- Ability to work independently
- Positive attitude, desire to develop and learn, ability to provide and receive constructive coaching and feedback

QUALIFICATIONS

- Bachelor's degree in Training and Development, Human Resources or similar and/or equivalent years of experience designing and implementing employee development programs
- At least three years' experience working for a financial institution

WORK ENVIRONMENT

- Must be able to remain stationary for long periods of time
- Must be able to effectively communicate and exchange accurate information

TRAVEL

- Occasional travel to branch locations required

BENEFITS INFORMATION

Commencement Bank strongly believes in the importance of investing in the health and welfare of its employees and their families. To extend our gratitude for the time and services they provide to our clients and communities, Commencement offers an exciting total rewards package including base salary and a comprehensive package of benefits.

Benefit eligibility begins the first day of the month following the date of hire for employees who are regularly scheduled to work at least 20 hours weekly. Eligible employees will receive benefit options including:

- comprehensive and competitive paid healthcare coverage (medical, dental, and vision) with discounted premiums for dependents
- 401(k)-retirement savings plan with employer match
- employee stock purchase program
- employee assistance program (EAP)
- life insurance
- long-term disability insurance
- flexible spending account
- voluntary benefit options
- tuition reimbursement
- paid parking
- vacation time and a personal float day
- vacation purchase option
- paid time off for illness, volunteerism, and holidays
- logo wear allowance
- employee appreciation activities

Job description is subject to change at any time.