



Job Title: Director of Human Resources

Department: Human Resources

FLSA Status: Non-Exempt/Full-time

POSITION OVERVIEW:

Bank of San Francisco seeks an exceptionally talented, experienced and entrepreneurial Director of Human Resources to join its Management Team. This position is a newly created role, will report to the President, and work closely with the CEO and other executive management, while spearheading and supporting the effort to create a results-oriented, engaged and diverse workforce.

A successful candidate will step into the position as a department of one, wherein the work will range from strategic advice, on-boarding, off-boarding, payroll, working with outside vendors, and performing needed clerical duties. A key to the success of this individual will be their ability to build the appropriate human resources infrastructure to support the Bank's current and future growth, with an ability to attract, develop and retain high-quality talent at all levels.

The new leader will be responsible for evaluating and enhancing the existing HR function by benchmarking current systems, processes, programs and ensuring compliance. Additionally, this individual will be responsible for managing the HR strategic plan in order to drive business growth, focused efficiency, and talent development and engagement going forward. The candidate should excel at devising practical solutions for complex people, operational and business issues.

RESPONSIBILITIES:

- Develop all key aspects of the human resources function to support the Bank's current and future needs. Emphasis will be on ensuring the best practices for all related HR practices and programs.
- Partner with the Management Team to implement specific programs and initiatives directly aligned with the Bank's business strategy, in the areas of talent acquisition, performance management, recognition, career development, organizational development, total rewards and employee relations.
- Work strategically, closely and collaboratively with all departments and cross-functional teams, while focusing on developing plans and metrics to track progress and outcomes.

- Ensure competitive job offers, and a robust on-boarding process that connects new hires to the Bank and its culture, quickly and firmly.
- Provide best practices and current data, materials and recommendations for the Governance and Compensation Committee and the Board of Directors.
- Introduce best practices in HR, while ensuring compliance with employee-related federal and state laws and regulations, and creating an efficient infrastructure with the minimal amount of process needed to be effective.
- Focus on building and sustaining a culture that fosters mutual respect, celebrates individual and team achievements, and drives accountability for performance at individual and group levels.

REQUIREMENTS:

- HR leader with a minimum of 10 years of broadening human resources progression. Candidates with both large company experience and entrepreneurial environments preferred.
- Proficiency in core HR disciplines, including recruitment, compensation and benefits, employee relations, operations, training and talent development along with expertise in leading and coordinating DEI efforts.
- Experience leading in a high-growth environment and helping an organization scale. This includes the capability to build an HR function to support immediate and long-term business needs in a fast-paced, high-growth environment.
- Has demonstrated effective leadership through facilitating open communication, sound problem-solving and healthy collaboration, while striving for operational excellence.
- A history of partnering, coaching and successfully working with all levels of employees as well as the Board of Directors.
- Straightforward, practical, hands-on, team player with strong business acumen.
- Collaborative operating style, and a naturally consultative approach, who is capable of gaining the trust and respect of individuals at all levels.
- Bachelor's degree. Master's degree in human resources management or related HR field and SPHR certification preferred.

BANK OF SAN FRANCISCO: THE MODERN COMMUNITY BANK

Established in 2005, Bank of San Francisco serves the banking needs of Bay Area businesses and nonprofits as well as individuals and families who value personalized service complemented by the convenience of technology. From our location in downtown San Francisco, we serve clients throughout the Bay Area and beyond. Some key differentiators include:

- Technology-Driven Community Banking – Bank of San Francisco embraces the best elements of traditional community banking, e.g., personalized service, local decision-making and clients' access to senior management. At the same time, we have made strategic use of powerful technologies to create client convenience (through mobile banking, remote deposit, treasury management,

online banking and access to a worldwide ATM network) and to enhance workforce mobility and efficiency.

- Innovations in Banking – Bank of San Francisco has demonstrated the willingness, capacity and resources to develop new products and programs tailored to market conditions.
- Strong Bay Area Loan Portfolio – The Bank has a proven track record of maintaining a healthy loan portfolio, even during the most challenging economic times. Our non-performing assets/total assets ratio has consistently been well below 1%.
- Focused Areas of Specialization – The Bank has developed specializations in such industries as health care practices, technology firms, political campaign service providers, law firms and fiduciaries, as well as nonprofits. With our deep understanding and tailored services, we are establishing a strong reputation as a “go to” bank serving Bay Area companies and nonprofits.
- Truly Local – We are a Bay Area success story, investing in the community, for the long haul.
- The majority of our owners live in the Bay Area communities that we serve, and approximately 20% of our ownership is by current and past employees and directors. We are proud of our local deposit base, which we use to make loans to local businesses, nonprofits and families.
- Executive Team Working with a New Generation of Bankers – The Bank’s experienced Executive Team has built an entrepreneurial culture that is keenly focused on clients, the use of technology and execution of the Bank’s strategy. The entrepreneurial culture is perpetuated through such modern management practices as the conversion to a paperless environment and the adoption of a flat organization and an open culture that fosters collaboration and cross-training of a new generation of bankers.
- History of Strong and Consistent Profitability – Even during the most challenging economic times since the Great Depression, the Bank has maintained strong margins and profitability relative to our peers.

Employee must assure compliance with all applicable State and Federal banking regulations, Bank policies and procedures, including but not limited to, the Bank Secrecy Act/Anti Money Laundering Program and Information Systems Security Policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Further, they do not establish a contract for employment and are subject to change at the discretion of the employer. Qualified applicants with criminal histories will be considered for the position in a manner consistent with the Fair Chance Ordinance.