

**Summary:** The Human Resources Manager provides direction, guidance, leadership, and support to all members of the firm regarding human resources relative to the mission and strategic goals established by the Chief Operating Officer and the Executive Committee. The work involves application of personnel policies, procedures for processing human resources transactions, the explanation and interpretation of rules, policies, and procedures; and the use of software and payroll systems to complete the work. This position reports to the Chief Operating Officer.

**Job responsibilities include but are not limited to:**

### **Strategic Planning**

- Preparation and implementation of the annual human resources budget approved by the Executive Committee
- Talent and attraction development
- Employee development and retention
- Succession planning
- Works cooperatively with Executive Committee to implement strategic goals of the firm
- Additional responsibilities as directed by the Executive Committee
- Collaboration and cooperation on projects with the Management Team

### **General Administration**

- Ensures compliance with staff manual
- Application of policies and procedures
- Maintenance of all personnel files, employee database, and firm statistics
- Coordination of staff time off including coverage
- Recommends changes in staffing levels
- Conducts employment engagement meetings
- Ensures compliance with firm time entry policy
- Administration of summer associate program
- Creation and amendments to payroll and benefit templates
- Administers and educates all firm members on firm benefits
- Responsible for Affordable Care Act reporting

### **Recruiting & Hiring**

- Handles all postings for open positions
- Interviews and screens for all staff positions
- Prepares and negotiates offers of employment for all staff positions
- Summer Associate recruiting including on-campus applications, distributions of materials, meetings with committee, scheduling on-site interviews, and preparation of offers
- Coordinates employee background checks
- Prepares new hire orientation and training information, payroll, personnel files, and benefits
- Orientation on firm policies and procedures and personnel manual and explanation of benefits and enrollment

### ***Training***

- Coordinate onboarding training with all new hires
- Training on new processes and procedures

### ***Performance***

- Conducts annual performance evaluations for staff members
- Works with attorneys and staff on staff performance issues

### ***Departures***

- Manages separation
- Preparation of separation agreements
- Exit interviews

### ***Compensation & Payroll***

- Investigates, calculates, and recommends staff annual increases
- Completion of salary surveys from NALP, ALA and TEA
- Reviews, processes, and approves timesheets
- Researches and sets compensation for new staff members
- Completion of compensation and labor statistics and surveys from state and federal agencies

### ***Communication***

- Firm announcements regarding changes, policies, procedures, and benefits
- Communicates Preparation of annual firm calendar

### ***Security***

- Manages employee access to office locations

### ***Experience***

- A Bachelor's Degree with three years of experience in Human Resources or Legal Services or seven years of experience in Human Resources or Legal Service

### ***Required Knowledge, Skills, and Abilities***

- Knowledge of and compliance with current HR industry standards and best practices
- Ethical conduct
- Ability to maintain confidentiality
- Excellent knowledge of proper English grammar, punctuation, spelling, and syntax
- Ability to organize and prioritize numerous tasks and complete them under time constraints
- Proven project management skills
- Competent in Microsoft Word, Excel, PowerPoint, database software, and specific software required by the firm
- Ability to prepare, organize, and maintain accurate records
- Ability to maintain a computerized filing system
- Ability to implement projects as requested with minimal direction
- Ability to communicate effectively, both orally and in writing
- Ability to proofread materials and correct grammatical mistakes
- Ability to lift, stoop, bend, and stand for extended periods of time