

**JOB TITLE:** Director of Human Resources

**DEPARTMENT:** Administration/Exempt

**SUPERVISOR:** Chief Operating Officer

**GENERAL PURPOSE:**

An integral member of the Administration Team, the Director of Human Resources manages and participates in the day-to-day responsibilities of Human Resources and acts as a liaison between staff members and firm attorneys. The Director of Human Resources reports to the Chief Operating Officer and is assisted by a staff member. Working contacts include all attorneys and staff members, job applicants, insurance representatives, and various vendors.

**ESSENTIAL JOB FUNCTIONS:**

**Personnel**

- Serves as the primary contact person for firm attorneys, the Administration Team, and staff members concerning human resources policies, procedures, and practices.
- Maintains a working knowledge of federal and state legislation that impacts the various facets of human resources to ensure policies, procedures, and practices are in compliance.
- Creates and facilitates the development, implementation, and communication of human resources policies, procedures, and practices.
- Acts as a liaison between staff members and firm attorneys and promotes effective communication and inclusiveness among all staff members and firm attorneys.
- Manages, and where needed, performs the staff member performance evaluation process, including annual reviews, salary adjustments, terminations, and bonuses.
- Manages the firm's onboarding process of integrating new hires of both staff members and firm attorneys, including scheduling orientations and training, to ensure a smooth transition to their new roles. Communicate with appropriate personnel regarding the hiring and onboarding process successes and failures and implement suggested changes and improvements.
- Manages the FMLA leave administration process from the staff members' or associate and counsel attorneys' initial notice of the need for leave until they return to work.
- Completes employment verifications and works with appropriate agencies to resolve unemployment claims.
- Assists in the coordination and implementation of quarterly staff meetings to provide staff members with updates, solicit feedback, and share information in a team environment.
- Counsels, disciplines and/or terminates staff members as necessary, and maintains required documentation in personnel files.
- Develops and maintains accurate job descriptions for all Administration Team and staff member positions.

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- Maintains complete and accurate personnel records for all staff members and associate and counsel attorneys.
- Conducts and analyzes exit interviews for staff members.
- Completes designated salary/benefit surveys, client diversity and inclusion surveys, and maintains current results as a reference to monitor trends and benchmarks.

**Recruiting**

- Advertises job openings, conducts initial and follow-up interviews as needed, and checks references of qualified applicants.
- Reviews all incoming resumes and replies to every applicant. Prepares and maintains a file for each applicant's resume and correspondence.
- Meets with the appropriate attorneys to schedule interviews, provides interviewers with resume and evaluation form.
- Maintains professional relationships with employment agencies and temporary agencies.
- Maintains contact with associate and counsel attorneys after offers have been accepted and coordinates their starting dates prior to their arrival.
- Makes preparations for the arrival of new associate and counsel attorneys including working with the appropriate staff members to coordinate office supplies, form packets and other necessary arrangements.
- Oversees the associate and counsel orientation programs. Reviews the programs at least annually and updates as necessary.
- Analyzes trends in compensation and benefits for staff members and associate and counsel attorneys; researches and proposes competitive base and incentive pay to ensure the firm attracts and retains top talent.

**Benefits Administration**

- Assists third party administrators in the administration of employee benefit programs, including health/dental/vision/life insurance, short and long-term disability insurance, and the firm's 401(k) plans.
- Develops benefit plan design and/or revision with the COO. Coordinates third party administrator information and resources as well as communicates changes to members and employees through written materials or group presentation.
- Administers worker's compensation plan by filing appropriate claims/reports in a timely manner.

**Payroll**

- Coordinates payroll changes with third party administrator.
- Maintains a working knowledge of the payroll system for purposes of obtaining payroll information for use in completion of assigned duties.

**Firm Administration**

- Participates in Administration Team and Diversity and Inclusion Council meetings.
- Assists the COO in preparing the annual compensation budget and providing explanations for variances between periods.
- Assists the Controller in monitoring adherence to compensation budget through a monthly review of applicable general ledger accounts.
- Reviews and updates, as necessary, the business continuity plan that deals with organizational emergencies and performs the duties outlined in that plan document for the Director of Human Resources.
- Assists with projects and/or assignments as directed by the COO and/or Managing Member.

**QUALIFICATIONS:**

- A bachelor's degree is required, preferably in human resources or a closely related field.
- Minimum of five years experience in a human resources position with supervisory experience.
- SHRM certification required.
- Ability to travel periodically to other office locations when necessary to effectively perform the duties of this position.
- Working knowledge of personal computers and the ability to become proficient with various software programs as necessary.
- Interpersonal skills necessary in order to communicate in person, by e-mail and telephone with attorneys, staff members and vendors to provide information with courtesy and tact.
- Interpersonal skills necessary to assist in workplace conflict resolution.
- Ability to identify and analyze issues and problems and to recommend and implement solutions.
- Ability to organize and prioritize numerous tasks and complete them under applicable time constraints.
- Must be capable of maintaining regular attendance.
- Must be capable of performing the essential job functions of this job, with or without reasonable accommodations.

**Physical and Sensory Requirements (With or Without the Use of Mechanical Devices):** Mobility, reaching, bending, lifting, grasping, fine hand coordination, ability to talk and hear, ability to read and write, ability to communicate with personnel, and ability to remain calm under stress.