

Human Resources Manager

Full-Time | On-Site

Reports To: Chief Operating Officer

Supervises: HR Assistant, Admin Assistant, Receptionist, and other support staff

Location: On-site at the Firm's office.

About the Role

The Firm is seeking a strategic, hands-on Human Resources Manager to lead its HR function in a fast-paced, high-performing professional-services environment. This is both a big-picture leadership role and a roll-up-your-sleeves one: you will help develop HR strategy while owning day-to-day execution across benefits, staffing, employee relations, compensation, and compliance. Partnering closely with the Chief Operating Officer and other Firm leaders, you will anticipate the Firm's evolving staffing needs, develop programs and processes to support continued growth, and foster a strong team and workplace culture that position the Firm to grow successfully.

What You'll Do

People Leadership & Team Development

- Lead the Firm's HR function, setting priorities, delegating work, and ensuring consistent coverage of office and personnel functions.
- Coordinate and oversee staff training and professional-development programs that build skills, support career growth, and strengthen bench depth across teams.
- Lead regular staff meetings.
- Serve as the Firm's primary point of contact for employee relations, addressing questions, concerns, and workplace issues, and escalating to the Chief Operating Officer and Firm leadership as appropriate.
- Maintain accurate and confidential employee HR records.

Workforce & Staffing Strategy

- Partner with the Chief Operating Officer and other Firm leadership to assess current and future staffing needs, identify skill gaps, and plan proactively for the Firm's growth.
- Assess team skills and capacity, and recommend hiring, cross-training, or restructuring to keep the Firm well-resourced as demands shift.
- Direct staff recruiting, placement, and onboarding, including maintaining new-hire and departure checklists.
- Make and implement hiring and termination decisions in coordination with Firm leadership.
- Manage staff terminations and departures, including exit processing and related compliance steps.
- Respond to employment verification requests, including DHHS, State Bar, and similar inquiries.

Performance, Compensation & Benefits

- Administer the Firm's staff performance appraisal process, including scheduling, conducting, and documenting reviews.
- Recommend and implement compensation changes, salary increases, and discretionary bonuses.
- Administer employee benefit programs, including enrollment, changes, and qualifying-event processing.
- Administer COBRA and monitor related compliance and reporting obligations.

Leave, Compliance & HR Operations

- Administer and oversee paid time off (PTO), timecards, schedules, and time-off requests.
- Administer and ensure compliance with FMLA, including tracking of FMLA hours.

- Administer ADA-related accommodations and compliance.
- Manage workers' compensation matters, including reporting and claims coordination.
- Monitor overall compliance of HR functions with assistance from Firm Labor & Employment counsel.
- Administer the Firm's HRIS/payroll platform (Paycor), including data maintenance, reporting, and coordination with payroll and finance.
- Prepare and manage the HR budget and track related costs.

Culture, Events & Firm Support

- Plan and budget for staff events, including staff planning and team-building activities.
- Provide general staff leadership and support special projects as directed by Firm management.

Qualifications and Education

- Bachelor's degree in human resources, Business Administration, or a related field, or equivalent experience. HR certification (e.g., PHR/SPHR or SHRM-CP/SHRM-SCP) is a plus.
- 5-8+ years of progressive HR experience that includes supervisory responsibilities; law firm or other professional-services experience is preferred.
- Demonstrated experience in benefits administration, performance and compensation management, employee relations, and hiring and termination.
- Working knowledge of employment-law compliance, including FMLA, ADA, COBRA, workers' compensation, and ACA.
- Proficiency with HRIS/payroll systems.
- A track record of setting priorities and thriving in a fast-paced environment, with keen analytic, organizational, and problem-solving skills that enable sound decision-making.
- Excellent communication and relationship-building skills, with the ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Ability to handle confidential information with discretion and to work well both independently and within a diverse team.

How We Work

- Develop and maintain cooperative working relationships with the Firm's attorneys and staff, clients, and outside contacts.
- Anticipate and balance workload against established guidelines and meet short and/or unpredictable deadlines.
- Understand and conform to Firm policies and procedures, and use Firm resources effectively and efficiently.
- Plan, organize, and carry out responsibilities within established timeframes while maintaining confidentiality.
- Use Firm time conscientiously, arrive on time, and avoid abuse of unplanned time off.
- Consistently project a positive, professional attitude toward the job, the Firm, and co-workers.

Physical Environment & Working Conditions

Normal office environment, with the majority of the workday spent at a desk performing computer-based work, including regular use of a computer, keyboard, mouse, and other standard office equipment. Little exposure to excessive noise, dust, or temperature changes. The role requires prolonged periods of sitting and computer use and may also involve reaching, bending, kneeling, walking, standing, and occasionally lifting up to 5 pounds. This is an in-office position.