

# Human Resources Director (DC)

## Human Resources Department

### Summary:

The Human Resources Director is responsible for HR operations of the Washington DC office, which has over 750 lawyers and 550 professional staff. The position will be based in Washington, DC and report to the Firm Wide HR Director. The HR Director will oversee and supervise the DC HR operational team and Legal Administration team. They will work closely and collaboratively with the Regional Directors of HR in all offices on HR operations. Duties will encompass employee relations, implementation of HR strategy, staff training, performance management, staff evaluations, investigations, employment law and compliance, maintenance of policies and procedures, oversight of the DC legal administrative assistants, and management of the HRIS database, Workday, for DC. Works closely with the firm's employment counsel and Chief Compliance Officer on employment matters impacting the DC office.

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### Qualifications:

- Bachelor's degree in human resources or related field required; Master's degree or equivalent preferred.
- PHR and/or SPHR strongly preferred.
- Minimum of 6 years of work experience in human resources; five years of supervisory and human resources management experience.
- Ability to manage a small, local team.
- Excellent communication and critical thinking skills.

### Duties and Responsibilities:

#### Employee Relations

- Advise and assist attorneys, advisors, chiefs, directors, managers, supervisors, and professional staff in the handling of employee complaints and/or grievances and determination of appropriate actions.
- Liaise with the firm's employment counsel to assist chiefs, directors, managers, and supervisors in providing counsel to staff not meeting firm standards including improvement methods and progressive discipline and termination as needed.
- Recommend various personnel actions including, but not limited to, hiring, performance management, disciplinary actions, and leave schedules.
- Manage, track, and follow up on all employee relations issues and disciplinary actions, working with employment counsel and CCO as necessary.
- Review and revise proposed disciplinary actions elevated by managers and others.

#### Performance Management

- Manage the annual professional staff evaluation process.
- Monitor DC professional staff performance arising from the annual process and recommend staff professional development and training, and any corrective actions, including performance improvement plans and/or terminations.
- Follow up on performance management issues identified in the evaluation process for professional staff in the DC office.

### **Qualifications (Continued):**

- Demonstrated knowledge of federal and local employment law and local statutes.
- Law firm or professional services experience preferred.

### **Duties and Responsibilities (Continued):**

- Coach and guide chiefs, directors, managers, and supervisors in the DC office to deal effectively with performance management issues as they arise.

### **Employment Law & Compliance**

- Ensure legal compliance in all areas including EEO regulations, Title VII, FMLA, ADA, FSLA, HIPPA, Workers Compensation, and other federal and local laws and statutes.
- Solid working knowledge of US and EMEA employment laws in order to appropriately guide local and central professional staff on legal application implications.
- Implementation and coordination of firm and office policies and procedures, and EEO and other global compliance procedures.
- Ensure compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9 and other employment records in offices outside of the US.
- Manage compliance with employment and labor law posting requirements for all offices

### **Administrative Team Oversight**

- Responsible for the oversight and supervision of legal administrative assistant (LAA) resources in DC.
- Work closely with the LAA supervisor on day-to-day deployment, coverage and performance of secretarial resources.
- At the direction of the Firmwide HR Director, implement, and follow up on the firm-wide Legal Administrative Assistant Certification Program.
- Responsible for performance manage and evaluations for direct reports.

## **Duties and Responsibilities (Continued):**

### **Human Resources Team Collaboration**

- Following the direction of the Firmwide Director of Benefits & Compensation, assist with the annual compensation and benefits administration processes.
- Remain knowledgeable about the firm's professional staff compensation process and benefit offerings to resolve questions that arise and educate new hires and existing staff.
- Following the direction of the Firmwide Staff Recruiting Director, collaborate on recruiting and hiring matters for professional staff.

### **Policies & Procedures**

- Recommend updates of firm policies and procedures as local laws dictate.
- Fully conversant with local HR administrative processes and able to oversee and check accuracy of HR administrators/direct reports
- Annually updates and maintains local HR policies as legislation and environmental factors change.

### **Other**

- Participate as a part of the firm wide HR Operations team and from time-to-time take responsibility for firm wide projects.
- Perform other duties as assigned.
- Timely and regular attendance, including in-office presence as requested.

**Status:** Exempt

**Reports To:** Firmwide Director of Human Resources,  
Operations

**Workplace Type:** Hybrid