

Human Resources Manager

Human Resources Department

Summary:

Responsible for providing broad generalist human resource management support and services to lawyers and staff and fulfills an integral operations role as a member of the DC human resources team.

Apply

Qualifications:

- Bachelor's degree in Human Resource Management or related field. HR Certification preferred.
- Prior experience in a law firm or similar professional services setting preferred.
- Excellent customer service and communication skills. Proven ability to communicate with colleagues at all levels.
- Minimum of five years of work experience in a human resources generalist capacity.
- Prior individual/team management experience.
- Strong MS Office proficiency required.

Duties and Responsibilities:

General HR Management

- Jointly participates in the operational management of a wide array of HR activities to include implementation of firm and office policies and procedures, EEO compliance, training programs, evaluation process, terminations, human resources management system and administration of employment information and records.
- Partners with the DC Director of Human Resources to manage and oversee the staff annual evaluation process including communications, timeline, and approval process.
- Assist managers in communicating performance evaluation information to employees.
- Assist attorneys, managers and staff in the handling of employee complaints and/or grievances and determination of appropriate disciplinary actions. Liaise with Sr HR Director and DC HR Director regarding employee relations matters.
- Collaborate with the Professional Development Team to coordinate training initiatives, Associate onboarding and alignment of broader HR objectives.
- Help ensure legal compliance in all areas including EEO regulations, Title VII, FMLA, ADA, FSLA, HIPPA, Workers Compensation, labor law postings and other Federal and local laws and statutes.
- Management and oversight of the DC office exit interview process for Business Professional departures.
- Management of the DC office electronic employee files system.

Duties & Responsibilities (Continued):

- Management of the DC office e-training platform and local, mandatory training.
- Other duties and special projects as assigned by HR team management.

Immigration & Visa Management

- Serve as a critical point of contact for all immigration-related matters in collaboration with members of the Professional Development Team.
- Manage and track visa applications, renewals, and expirations (e.g., H-1B, L-1, O-1, TN, F-1 OPT/CPT).
- Liaise with legal counsel and government agencies to ensure timely and accurate processing.
- Maintain records and documentation for all sponsored employees.
- Monitor changes in immigration laws and regulations and update internal policies accordingly. Support global mobility initiatives, including expatriate assignments and relocations.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt

Reports To: Director of Human Resources- DC

Workplace Type: Hybrid

Salary range is \$118,000 - \$148,000.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.