



Todd & Weld LLP

JOB DESCRIPTION
DIRECTOR OF HUMAN RESOURCES

Overview

The Director of Human Resources at Todd & Weld LLP administers and directs the human resources functions of the firm including, performance management, benefits administration, onboarding, staff evaluations, salary administration, payroll and staff development. In this hands-on position, the Director of Human Resources is both responsive and creative in identifying the needs of the firm, while maintaining positive relationships with attorneys and staff. The Director of Human Resources works closely with and reports to the Executive Director. The Director of Human Resources supervises a part-time Human Resources Assistant and the legal assistants.

Significant Responsibilities:

- Provide a high level of customer service to everyone in the firm.
- Supervise the support staff including performance evaluations, compensation, employee relations and training and development programs. Work with managers in the preparation of their staff members' performance evaluations and participates in the meetings with the manager and staff.
- Resolve employee personnel issues, including when necessary, developing and monitoring performance improvement plans.
- In coordination with the partner paralegal coordinators, provide management support and administrative guidance for paralegals including performance reviews and compensation analysis.
- Perform all aspects of recruiting and hiring of qualified applicants for all non-attorney positions within the firm. Maintain relationships with the firm's staffing agencies.
- Oversee all aspects of benefits administration. Work closely with the firm's benefits broker to recommend cost effective and competitive benefit programs. Coordinate the annual renewal process. Ensure compliance with mandated reporting and employment standards.
- With the Executive Director, responsible for oversight of the firm's retirement plans. Work closely with representatives at Fidelity Investments to ensure compliance, timely and accurate testing of the plan, annual filing of Form 5500, and scheduling of annual employee informational sessions.
- Prepare bi-weekly staff and attorney payrolls and monthly partner payrolls with accuracy and in accordance with federal and state regulations.

- Approve, track, and provide coverage for support staff time off; track attorney and paralegal time off.
- Supervise part-time Human Resources Assistant, who is responsible for benefits billing, daily coverage, assistance with payroll, providing a sounding board to the staff, and other special projects.
- Prepare and maintain the annual budget for payroll and benefits, and other employee related budgets.
- Conduct new hire orientation for attorneys and support staff including a review of personnel and benefits programs, and coordinate training for all new hires.
- Maintain personnel records for all employees in compliance with state and federal regulations. Approve overtime and monitor requests for leaves of absence.
- Chair the firm's Celebrations Committee to organize the annual Fall Outing and Holiday Party, and plan Staff Appreciation Day gifts.
- Provide information for timely response to employment surveys and government surveys. Work with Executive Director to analyze survey data and provide compensation analysis for performance reviews.
- Prepare agenda for and chair monthly staff meetings.

Education

Bachelor's Degree in Human Resources, Business or related field.

Requirements

The successful candidate will have:

- A minimum of five years of law firm HR experience and a comprehensive knowledge of state and federal employment laws and regulations.
- Strong computer skills with advanced knowledge of Excel and Word and excellent writing and analytical skills.
- Demonstrated good judgment, decision-making ability, discretion and follow-through capabilities.
- Superior organizational skills, ability to manage time well, prioritize effectively and handle multiple deadlines.
- Self-motivation and commitment to excellence in the workplace
- Flexibility, with the ability to adapt to constantly changing priorities, strong interpersonal skills, with the ability to work professionally with all levels of law firm personnel, external vendors and others in the legal community.

Interested candidates please send resume and salary requirements to ResumesTW@toddweld.com