

# HUMAN RESOURCES MANAGER POSITION DESCRIPTION

## MADISON OFFICE

### **Purpose:**

To ensure that office support tasks are completed accurately and efficiently while maintaining staff morale. To manage HR functions for the firm. Directly supervise administrative staff. To ensure the physical offices are maintained.

### **Reports to:**

Madison Office Shareholders

### **Essential Duties:**

#### Human Resources

- Recruiting, selecting, and on-boarding employees;
- Managing hiring processes for other positions (Law Clerks, Associates and Managers);
- Ensuring thorough training, supervision and development of non-attorney staff;
- Conducting monthly check-ins with all staff to balance workloads and address issues;
- Conducting 3-month, 6-month, and annual performance reviews with all staff;
- Providing coaching and conducting performance improvement meetings with all employees;
- Terminating and offboarding all employees;
- Updating the payscale to reflect external market rates and internal pay equity;
- Developing and updating employee job descriptions;
- Ensuring HR compliance and recordkeeping;
- Managing employee relations for all staff and associates;
- Maintaining a positive firm culture, serving as a leader in setting the tone and upholding civility and professionalism;
- Propose personnel policies that are aligned with federal/local laws and best practices, and contribute to firm's overall function and wellbeing;
- Holding all-staff meetings as needed;
- Documenting and maintaining administrative procedures;
- Participating in annual budgeting process for personnel and facilities budgets.

#### Staff Management

- Ensure all support tasks are completed accurately and efficiently by ensuring adequate staffing and cross-training. Balance workloads office-wide;
- Recommend changes in systems, procedures and staffing to reduce costs or improve organizational effectiveness;

#### Payroll and Benefits Administration

- Reviewing, correcting and approving timesheets;
- Processing bi-weekly and special bonus payrolls for all employees;
- Handling enrollments, terminations, and change to all employee benefit plans;
- Administering health and other insurance benefits for all employees;

- Administering profit sharing and retirement benefits including management of 5500 reporting and end-of-year auditing;
- Administering COBRA, FMLA and ADA;
- Examining possible plan designs and benefits cost changes;
- Serving as primary contact for plan vendors and third-party administrators;
- Ensuring timeliness and accuracy of required reporting and fees;

#### Facility Vendor Management

- Serving as primary contact for outside vendors of the firm, including office cleaning, window washing, furnace maintenance, fire alarm testing, sprinkler maintenance, water softener delivery and fill, elevator maintenance, lawn / snow care, office door mats, shredding and general building maintenance.
- Ensuring that the office is functional at all times and that its appearance is professional.
- Ensuring supplies and groceries are on hand and that the office is neat and organized.
- Maintaining the security system including keys, fobs and programming door locking schedule.

#### Other

- Coordinating and executing certain firm marketing events and other social gatherings;
- Overseeing staff committees;
- Coordinating with other HQ office administrators on HQ-wide issues;
- Preparing personnel committee agendas;
- Reporting to Shareholders on weekly basis regarding staff issues and personnel committee recommendations;
- Other tasks and projects as requested.

#### Position Requirements

- Human resources management and supervisory experience;
- Strong communication and other interpersonal skills, including ability to quickly build relationships, excellent skills in consulting, coaching, and mentoring;
- Thorough understanding of payroll processes, procedures and internal controls;
- Thorough understanding of employment laws and best practices;
- Strong organizational, multi-tasking, and prioritizing skills;
- Self-directed with the ability to work with minimal supervision;
- A professional and positive attitude;
- Flexibility to adapt to changing work demands in a fast-paced environment;
- Ability to maintain confidential information;
- Proficiency in Microsoft products;
- A commitment to excellence.

05/23