



**Note:** The job description posted below is just a sample and not specific to any one law firm. It is provided to you by the New York Chapter of The Association of Legal Administrators and should be used only as a guide.

### **Human Resources Manager Job Description**

- Responsible for keeping up with H/R rules and regulations, including the Employee Manual and Policies & Procedure Manual
- Establish and maintain regular secretarial assignments within practice groups
- Provide first line responses to employee questions on workflow, policies, external resources, employee relations, etc.
- Responsible for all Payroll changes
- Maintain benefits and benefits invoicing for entire firm
- Handle day to day secretarial assignments to cover absences, including reassigning as needed
- Deal directly with temporary and or permanent agencies for necessary placements
- Reconcile invoices from temporary agencies
- Approve and track secretarial requests for time off
- Perform routine skills assessments and recommend training as needed
- Work with IT trainer on individualized secretarial training needs
- Handle all aspects of employee relations competency including performance issues such as attendance issues, pairing conflicts, requests for time off and coverage issues
- Manage the secretarial performance evaluation process annually and for new hires.
- Work with Executive Director in managing and administering secretary compensation including new hire compensation, merit compensation, bonus, etc.
- Identify and resolve secretarial support issues
- Mentor and provide some training as needed
- HR management includes recruiting, interviewing, applicant tracking, benefits, training and development.
- Contribute to HR projects, office specific or firm-wide, as assigned
- Other duties as required