

**DRINKER BIDDLE & REATH LLP**  
**HUMAN RESOURCES MANAGER**  
**JOB POSTING**

<b>JOB TITLE:</b> Human Resources Manager	<b>STATUS:</b> Exempt
<b>REPORTS TO:</b> National Director of Human Resources - Generalists	<b>LOCATION:</b> Philadelphia, PA

**SUMMARY:**

We are searching for a **Human Resources Manager** to join our team! Based in our Philadelphia office, the Human Resources Manager is responsible for the implementation and ongoing management of all human resources programs and legal compliance for employees in our Philadelphia, PA office. Some responsibilities of the role include: driving the onboarding and orientation process for all new hires, administrating the annual staff performance review process, writing performance improvement plans and assisting with delivering same, and managing the departure process for employees and attorneys. In addition, the Human Resource Manager will be responsible for addressing employee concerns and resolving problems.

This is a working manager role; it is expected that the person in this role will perform most of the duties by him/herself.

In accordance with the firm's Client Service Initiatives, the Human Resource Manager must display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for staff recruiting of exempt and non-exempt Philadelphia-based staff roles. This includes sourcing, interviewing and testing candidates, as well as extending offers to selected candidates. Work with Human Resources Recruiting and Project Manager, as applicable.
- Onboard all new hires in a timely manner.
- Coordinate and oversee the orientation process for new employees, both staff (including summer associates) and attorneys (associates and partners).
- Ensure all staff and attorneys are aware of benefits, answer general questions regarding same and assist with driving local annual enrollment meetings for benefits meetings and any off-cycle enrollment meetings.
- Maintain supplies of new hire packets (including benefit details and general human resources packets).
- Assist staff with any questions they have regarding their vacation, sick and reserve time.
- Complete employment verifications requests.
- Ensure annual performance evaluations for staff are completed in a timely manner. Review all staff reviews for Philadelphia staff prior to review conversations happening and, when complete, file originals in the employees' master HR files.
- Handle all general Human Resource matters for the Philadelphia office, including tasks such as:
  - Completing and sending Job Change and Departure Notices;
  - Sending out notifications re: new hires/departures to key managers in the PH office;
  - Name changes (collecting and sending all data);
  - Change of addresses;
  - Life status changes (marriages, births, etc.) - sending appropriate forms, collecting same and processing appropriately in a timely manner;
  - Coordinating on-site visits by Morgan Stanley; and
  - Coordinating on-site visits by Fidelity.
- Advise and coach managers on Human Resources policies and assist them in addressing

performance issues with their direct reports. This includes preparing Performance Alert Forms and monitoring employee performance on an ongoing basis.

- Responsible for generating and reviewing the timesheet audits for staff on a monthly basis, distributing same to appropriate managers/directors and ensuring any issues are resolved in a timely manner.
- Assist employees in reporting workers' compensation claims and report same to the National Director of Human Resources – Generalists and the Director of Benefits and HRIS in a timely manner.
- Complete annual salary surveys in regard to the Philadelphia office as requested.
- Send out Sick Time Memos to appropriate staff monthly.
- Accept and process appropriately any wage garnishment letters that are sent to the Philadelphia office.
- Prepare necessary departure paperwork and drive departing process for departing attorneys and staff.
- Responsible for the maintenance of local personnel files. Ensure that paperwork related to lawyers and staff is processed and filed properly and maintained securely.
- Responsible for completing paperwork and recordkeeping for all employees, attorneys and staff, involving Leaves of Absence, including medical, FMLA, and all Workers' Compensation claims. Work with the Benefits Team and outside vendors on same.
- As requested, participate in the development of personnel policies and procedures.
- Assist in the preparation and distribution of confidential correspondence.
- Responsible for ensuring compliance with all applicable state and federal laws and regulations relating to HR; ensure consistency with employment policies and legal compliance, including ADA, FMLA, Wage and Hour, and Visa and immigration laws.
- Provide assistance to management team and staff to resolve personnel-related matters.
- Collaborate with management to identify and solve workforce challenges.
- Work with other members of the Human Resources team nationally on projects.
- As required, complete special projects as requested by the National Director of Human Resources – Generalists and the Chief Human Resources Officer.

*The person in this role is expected to handle the majority of these tasks by him/herself. The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.*

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of Federal and Pennsylvania State HR laws and regulations.
- Strong documentation skills.
- Strong understanding of employment law.
- Strong experience with recruiting staff at all levels (entry-level through management positions).
- Proficient computer skills, including knowledge of Windows 7, Microsoft Office 2010, and Outlook.
- Strong oral and written communication skills.
- Strong organizational skills.
- Strong attention to detail.
- Client service-driven.
- Willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion.
- Ability to assess, adapt and reprioritize projects quickly when situations change.
- Ability to work with detailed information accurately and efficiently.
- Able to maintain confidentiality.
- Unbiased judgment, sound discretion, and openness to the views of others.
- Ability to interact with people in a manner which shows sensitivity, tact, and professionalism.
- Ability to interpret the firm's policies and/or procedures.
- Must be highly organized and possess strong writing and proofreading skills.

- Must be highly motivated, a self-starter who is able to juggle multiple projects simultaneously and successfully, many with tight deadlines.
- Candidate must be able to work with all levels of firm management and work well as part of a team as well as work independently.
- Candidate must quickly grasp the goals, service, culture and strategy of the department, the office and the firm overall.
- Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Have an understanding of the internal legal process and how a Human Resources Department adds value.
- Ability to lift up to 15 pounds.
- Ability to travel regionally as needed (less than 10%).

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree and a minimum of six years of human resources experience with comparable scope and responsibilities, preferably in a professional services environment.
- Strong leadership abilities, people and project management skills, and an ability to identify and implement creative solutions to enhance productivity, efficiency, and effectiveness of operations, systems, and procedures.
- Proficient with the Microsoft Office Suite.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

**HOW TO APPLY:** Interested candidates should send their resume and cover letter, including salary expectations, to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) and reference "**HR Manager**" in the subject line. *No phone calls please.*