

Human Resources Generalist

Department: Human Capital & Talent

Organizational Relationship: Reports to the Human Resources Manager or Senior Manager, Human Resources

FLSA Status: Exempt

Last Updated: March 7, 2024

General Summary:

The Human Capital & Talent department is strategically focused on enhancing client-facing strategic business partnerships, employee engagement, and performance. The Human Resources (HR) Generalist provides operational support to various functions and practice groups within firm offices. They offer human resources advice and expertise to employees on a variety of Human Capital & Talent services including but not limited to employee relations, recruiting, timekeeping, benefits, leaves, accommodations, and policy implementation.

The HR Generalist will integrate and partner with Human Capital & Talent colleagues and departments to proactively identify opportunities to create value and mitigate risk through people-centric initiatives.

Essential Duties and Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Serves as a point of contact for all human resources questions including but not limited to Paid Time Off (PTO), timekeeping system application, benefits eligibility, leave eligibility, accommodation requests, and recruiting; facilitates connection with appropriate functional departments and provides updates to the HR Manager and team members as needed
2. Understands the firm’s human resources policies and answers most questions independently; uses appropriate judgment to collaborate and escalate complex questions and issues as appropriate; follows-up to ensure issues are resolved in a timely manner
3. Manages timekeeping activities including following up with managers and supervisors to ensure all timecards are approved, answering routine questions about timekeeping and the timekeeping system, and ensuring FLSA standards are met
4. Leads new hire orientation; develops programs to facilitate new employee integration during the first year of employment to meet the firm’s objectives for new hire retention

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5. Partners with colleagues in the Office of the General Counsel, Well-Being & Benefits, Attorney Development, Business Services Recruiting, Development & Training, Compensation, and Strategy & Operations departments as needed to facilitate seamless communications and promote proactive services
6. Promotes value-added benefits, wellness events, and training opportunities in partnership with the Well-Being & Benefits and Development & Training departments
7. Maintains personnel files to ensure confidentiality and compliance with all legal regulations and firm policies; maintains other department filing as necessary
8. Responds to appropriate government correspondence (e.g., unemployment verification, garnishments) by following firm policies in all circumstances
9. Executes special projects as needed
10. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent required; focus in related field preferred
- Four years' experience may be considered in lieu of a degree

Work Experience

- A minimum of three years' relevant experience required

Knowledge, Skills, & Abilities

- Comprehensive knowledge of human resources functions
- Well-developed and professional interpersonal skills
- Ability to cultivate relationships across teams at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Effective communication skills, both written and verbal
- Ability to manage confidential and sensitive information with the appropriate discretion
- Ability to work in a team environment with a client-oriented focus
- Strong organizational skills with the ability to manage time well, prioritize effectively, and manage multiple deadlines
- Effective communication and critical thinking skills
- Knowledge and proficiency in PC applications, including MS Office
- Knowledge of HRIS, preferably PeopleSoft and Kronos timekeeping system

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

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The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.