

Human Resources Manager – Employee Relations

PeopleSoft Job Code / Title:

1047 Human Resources Manager

Department / Subdepartment:

Human Capital & Talent – Employee Relations

Organizational Relationship:

Reports to Global Director of Human Resources – Relations, Policy & Compliance

FLSA Status:

Exempt

UCM Level:

TBD

Last Updated:

April 2025

Role Overview

The Human Resources - Employee Relations Manager supports the office, Human Capital & Talent department, and the firm by using their experience and understanding of the legislative, judicial, and competitive market landscape. The Human Resources Manager works collaboratively with senior key stakeholders to ensure alignment of the Human Capital & Talent strategy with business objectives. They act as a lead resource, providing advice and guidance on all human resources (HR) related matters such as employee relations, legislative requirements, and employee development.

Human Resources - Employee Relations Manager is responsible for managing aspects of the global employee relations program for Latham & Watkins. Reporting to Global Director of Human Resources – Relations, Policy & Compliance and working in partnership with HR partners and the Office of General Counsel, the Manager advises on best practice and risk mitigation with respect to Human Capital-related matters on behalf of the firm, enhancing employment practices and workplace policies while ensuring compliance with all people-related policies and practices inclusive of country, state and local legal requirements and firm-mandated policies.

The Manager takes a consultative leadership approach with all aspects of employee relations concerns consistent with the firm's culture, and provide strategic insight into themes and trends to advise firm leadership. This role leverages knowledge and experience with people management, investigations, advising and recommending solutions to minimize risk while ensuring colleagues are treated with dignity and respect throughout.

Essential Duties and Key Responsibilities

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

- Acts as an advisor and business partner, interpreting and overseeing the application of human resources policies and procedures, and acts as a subject matter expert related to updates or changes to current employment laws, regulations, and executive orders across the firm's global platform
- Develops and implements employee relations strategies, policies, and programs aligned with the firm's strategic priorities, culture and values
- Acts as a point of escalation for practice office HR teams regarding employee matters related to performance management and conflict resolution, including formal procedures ensuring prompt resolution in line with the firm's policies and standards, and in accordance with applicable legal requirements within local jurisdictions across the globe
- Conducts and/or advises on thorough investigations into complex employee matters, ensuring, fairness, impartiality, and compliance with legal requirements
- Advises business leaders, line managers and supervisors directly on employee relations matters, including performance management, disciplinary actions, and conflict resolution

- Collaborates with internal and external legal counsel as appropriate to ensure compliance with employment laws and regulations, and assists with any related legal matters
- Working in partnership with the Office of the General Counsel, establishes the strength of relationships required to manage risk on behalf of the firm and comply with regulatory requirements
- Facilitates and participates in employee relations training programs, workshops, and meetings to promote understanding and awareness of office and firmwide policies and procedures
- Monitors and analyzes key employee relations metrics, such as turnover rates, employee feedback and engagement, and recommends improvement initiatives based on the outputs
- Stays current on industry trends, best practices, and changes in employment laws to ensure the firm remains compliant and maintains a competitive employee relations strategy
- Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Ability to understand and apply federal, state, and local employment laws or court precedents including but not limited to: OSHA, ADA, FLSA, EEO, ADEA, and FMLA
- Comprehensive knowledge of traditional human resources functions
- Ability to use independent judgment and discretion when making decisions
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer service focus
- Strong communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong analytical skills with minimal supervision needed
- Organizational skills to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to develop strong knowledge of firm policies and procedures
- Knowledge and proficiency in PC applications, including MS Office, and other programs necessary to complete thorough analyses and reports
- Knowledge in HRIS including PeopleSoft and Kronos Timekeeper

Position Specifications

Typical Experience

- Minimum of 6 years' experience in human resources or investigations required
- Minimum 4 years' experience in implementing and administering human resources policies and procedures and some supervision of people preferred

Education

- Bachelor's degree required; focus in human resources or related field preferred

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Occasional travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

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.