

Human Resources Services Analyst I

PeopleSoft Job Code / Title:	8111 / HC&T Analyst I
Department / Subdepartment:	Human Capital & Talent / HR Services
Organizational Relationship:	Reports to Level 4 or above
FLSA Status:	Non-Exempt
UCM Level:	Level 2
Last Updated:	May 20, 2026

Department / Subdepartment Overview

Human Capital & Talent is a global platform in support of the lawyers' and business services professionals' experience and skills. Our human capital function invests in the recruiting, training, development, and benefits of the lawyers and business services professionals.

Role Overview

The Human Resources Services Analyst I supports the Human Resources (HR) Services team by ensuring all transactional HR activities are completed and delivered in a timely manner. They are responsible for coordinating and responding to all of the day-to-day HR queries and handling the administrative responsibilities for the department, ensuring prompt resolution, and escalating to senior team members when necessary. They provide assistance and HR support to attorneys, paralegals, and staff in accordance with local and global Human Capital & Talent (HC&T) policies and procedures.

Essential Duties and Key Responsibilities

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

1. Completes service requests via case management system from open to closed status, ensuring all service level agreements and deadlines are met, and requests are actioned promptly; ensures clear understanding of client requests, provides timely updates, and accurately executes transactions
2. Responds to all HR Services requests, prioritizes requests accordingly and escalates more complex queries appropriately within the department, redirecting cases to appropriate verticals, as needed
3. Monitors and records employee data and information within the HR Information System (HRIS) and Facebook, including new hire entries, leaves of absences, transfers, secondments, and terminations
4. Prepares standard contracts of employment and HR standardized documentation, such as employment verification letters, transfer letters, title change memos, etc., cross-referencing and recording data from the firm's Applicant Tracking system and the onboarding system to the HRIS in a timely manner
5. Partners with the appropriate HR colleagues to collate and record information for payroll within the appropriate timeframe
6. Maintains and develops strong working relationships with all stakeholders and relevant global departments across the firm
7. Performs audits to ensure data is accurate within the systems, and coordinates and relays information to respective departments as needed
8. Contributes to team related administrative tasks such as maintaining department documentation, coordinating meeting agendas, hosting team meetings, and assisting in training new team members on the various systems and processes
9. Promotes effective work practices, works as a team member, and shows respect for co-workers

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Knowledge, Skills & Abilities

- Comprehensive knowledge of Human Resources functions
- HRIS experience, preferably PeopleSoft
- Well-developed and professional interpersonal skills, including excellent written and verbal communication; ability to interact with people at all organizational levels
- Ability to take initiative and work both independently and in a team environment with a customer-service focus
- Organizational skills to manage time well, prioritize effectively, and handle multiple deadlines
- Strong attention to detail and analytical and quality assurance skills
- Proficiency in PC applications, including the Microsoft suite (PowerPoint, Word, and Excel)
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications

Typical Experience

- A minimum of three year's relevant experience preferred

Education

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

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
- 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.