

Meyer, Unkovic & Scott LLP

Human Resources Manager



Human Resources Manager

Pittsburgh law firm seeking a self-motivated, energetic Human Resources Manager who has strong experience in the legal industry, including a broad range of management in recruitment, interviewing, policies and procedures, benefits administration, employee relations, payroll, performance management, training, and FMLA administration. This position also serves as a consultant to lawyers and employees concerning HR-related issues in accordance with firm policy, local, state, and federal laws.

Responsibilities:

- Create and facilitate firm policies in support of firm management and administration
- Manage the firm's non-attorney staffing needs, including recruitment and selection
- Oversee and manage the day-to-day staffing needs for the firm
- Manage and oversee the non-attorney performance process, including mid-year and annual reviews, salary adjustments, terminations, and bonuses
- Manage all new hire orientations, along with all new hire processes and file maintenance
- Administer, facilitate, and support entire firm payroll process
- Partner with insurance brokers and manage the firm's benefits administration process, including benefit renewals, COBRA, determining plan designs, and reconciliation of invoices
- Administer the firm's disability and FMLA policies
- Responsible for all firm insurances: malpractice, property and casualty, workers' compensation, cyber, etc.
- Oversee the employment verification and unemployment compensation process
- Participate in developing training programs and initiatives to enhance staff development
- Oversee attorney professional memberships
- Maintain Section 132 Transportation Plan, as well as oversee Port Authority Bus Pass program
- Design, publish and encourage participation in wellness programs
- Suggest, initiate, and participate in employee morale-boosting activities
- Create agenda, manage, and guide legal assistant meetings
- Work in excess of 40 hours per week as needed
- Other duties as assigned

Qualifications and Skills:

- A team player with strong leadership, management, problem-solving, and organizational skills
- Understanding, influencing, and serving others are important attributes to this position
- Law firm experience is strongly preferred
- Excellent communication, presentation, and interpersonal skills
- Must be flexible, have well-developed interpersonal skills, and be able to interact with employees at all levels of the firm, as well as vendors and others outside the firm
- Bachelor's degree in human resources management, business, or related field of study, or equivalent experience
- Minimum ten (10) years human resources generalist management experience
- Proficiency using Microsoft Windows PC and Microsoft 365 applications; in particular, Word, Excel and Outlook
- A solid working knowledge of ADP payroll system and processing

- Basic understanding of 401(k) plan administration
- Strong analytical skills and attention to detail is a must
- Certification in human resources, such as PHR, SPHR, SHRM-CP, or SHRM-SCP is preferred
- Possess an understanding of, and experience with, current employment laws and recordkeeping requirements
- Prior experience with leave of absence administration preferred

Please send resume and salary requirements to hr@muslaw.com.

Meyer, Unkovic & Scott is proud to have been recognized as a “Top Workplace” in the Pittsburgh Post-Gazette Top Workplaces Survey for 2021. The firm offers a competitive salary and benefits package (including life, health and disability insurance and a retirement plan) in a professional environment.

Meyer, Unkovic & Scott LLP provides equal employment opportunities (EEO) to all employees and applicants for employment, without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Meyer, Unkovic & Scott LLP complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.