GOODWIN PROCTER LLP

Boston, Massachusetts

Job Title: HR Generalist/Compensation Specialist
Office: Washington, DC
Department: Human Resources
Reports To: Human Resources Manager

Goodwin Procter is one of the nation's leading law firms, with offices in Boston, Hong Kong, London, Los Angeles, New York, San Diego, San Francisco, Silicon Valley and Washington, D.C. We are a hard-driving, entrepreneurial and dynamic group, working tenaciously for clients whose problems and challenges we treat as our own.

***Job Summary**:* The Human Resources Generalist partners with firm employees and management providing consultative human resources support. This position is responsible for ensuring alignment of business objectives, firm culture, and human resources programs/policies to facilitate the organization with achieving its business goals while minimizing risk. Major responsibilities include, but are not limited to, supporting the Human Resources function in areas such as: workforce planning, employee relations, recruiting, performance management, compensation administration, and immigration matters.

Principal Responsibilities:

1. Recruiting/Workforce Planning: Partners with HR Manager leading recruitment efforts and recruiting coordination for overall needs and assigned groups. Partners with hiring manager and any external search partners to recruit competitive talent.

    - Handles full recruitment cycle requirements including: assess/verify business need, job description analysis/review, job postings, resume review/screening, interview scheduling, applicant recruitment/source/budgetary tracking, approval process, correspondence, reference and background checks, etc.
    - Review salary levels, market data, internal equity preparing offer formulation for Management approval.
    - Assist with additional e-Recruitment phase implementation including recommending enhancements and refined usage of the recruitment module.

2. Compensation/Review Process Strategy Planning and Administration:

    - Participate in completing/analyzing salary surveys
    - Partner with Compensation Committee with the annual salary administration process including: .
    - Gathering/compiling compensation benchmarking data and research.
    - Partner with Compensation Analyst and HR Managers in proactively assessing market trends.

- Ensure accurate/up to date job descriptions. Perform job level evaluations analysis with HR and department managers; update and maintain documentation accordingly.
- Participate and assist in facilitating salary administration meetings.
- Partner with HRIS and Compensation Committee to ensure accurate set-up, usage and maintenance of compensation database/supporting documentation.
- Responsible for maintaining accurate data within the database and supporting documentation.
- Provide appropriate reporting metrics and analyses.
- Other responsibilities as assigned.

3. Immigration:

    - Assist with all immigration matters.
    - Maintain tickler for upcoming expiration dates.
    - Special projects as assigned.
    - Maintain immigration files.

4. Employee Relations:

    - Provides employee relations support to employees and managers by providing effective conflict resolution advice and counseling; monitors progress.
    - Offers employee relations advice and counsel with a focus on mitigating legal risk and in compliance with appropriate federal and state employment law. Escalates issues as appropriate to HR Manager.
    - Conduct exit interviews.

5. Employee Life Cycle Changes:

    - Work with HR team and management to facilitate and initiate appropriate communication and processing of any life cycle change in HRIS system (UltiPro) and/or time and attendance (WFC).

6. Additional

    - Lead and mentor junior HR team members.
    - Provide ideas and recommendations for creating and improving processes and procedures and current HR practices; i.e., new HRIS modules
    - Participate in applicable training sessions.
    - Partner with HR Manager/team on special projects.
    - Oversee intern/temporary employees

7. Backup Responsibilities:

    - Provide support and/or back up for members of the HR team as needed.

Job Requirements:

1. Bachelors Degree required or equivalent experience.
2. 5+ years of solid Human Resources experience or related experience, specifically in recruiting, compensation, employee relations.
3. Excellent client service skills, communicating effectively at all levels both written and verbal.
4. Advanced critical thinking and problem solving skills.
5. Ability to work on assignments & initiatives independently using good judgment.
6. Demonstrated ability to deal with confidential and highly sensitive information.
7. Excellent organizational skills with a demonstrated ability to work on multiple priorities concurrently.
8. Ability to meet deadlines while maintaining a high degree of accuracy.
9. Strong interpersonal skills and demonstrated ability to partner effectively in a team.
10. Negotiation and mediation skills desired.
11. Ability to analyze data and make recommendations.
12. Project Management skills.
13. Prior experience working with HRIS system.
14. Technical skills working with databases, Microsoft Office, Excel, Word, Access.

Goodwin Procter is an equal opportunity employer.

If interested, please apply by clicking on the link below:

https://www3.ultirecruit.com/GOO1008/JobBoard/listjobs.aspx