

POSITION DESCRIPTION

Title Human Resources Manager	Reports to Chief Administrative Officer
Department Administration	FLSA Status Salary, Exempt
Eff. Date September 2026	Scope Firm-wide

POSITION SUMMARY

This position owns the firm's day-to-day HR function and is accountable for the outcomes of its core programs across the full employee lifecycle — from recruiting through offboarding — including benefits, compliance, employee relations, culture and emergency preparedness. The HR Manager exercises independent judgment, sets priorities across competing demands, and is expected to identify issues, recommend and project manage solutions. This role will use both qualitative and quantitative feedback to identify trends and drive action.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Talent Acquisition & Onboarding

- Owns full-cycle recruiting for the firm's support staff (non-attorney) – builds the candidate pipeline, leads screening and interviews, and extends employment offers. Supports recruitment and onboarding for incoming associates and lateral attorney hires.
- Ensures all background and security checks and other employment verifications are completed to firm standard before extending offers.
- Designs and leads the new-hire onboarding experience, ensuring a consistent, well-prepared start and introductory period for every hire at every level.
- Coordinates with facilities and IT to ensure offices, workstations and parking are ready for incoming associates, attorneys and support staff, resolving gaps proactively.

Benefits & Compliance

- Owns administration of the firm's benefit plans (medical, dental, flex spending, etc.); serves as the firm's primary point of contact for employee benefit questions and carrier issues. Makes benefits recommendations based on industry trends and best practices.
- Manages online enrollment and plan maintenance, oversees new-hire enrollment into Section 125 and voluntary plans, and is accountable for the accuracy of monthly billing reconciliations.
- Leads planning and execution of annual open enrollment, coordinates carrier meetings, and ensures the firm meets all plan-year deadlines.
- Serves as the firm's FMLA Case Manager, exercising independent judgment in applying policy to individual cases and ensuring documentation is complete and compliant.
- Oversees payroll timecard accuracy across the firm, resolves discrepancies, and approves timecards.
- Owns compliance reporting for the firm. Researches, compiles, and files EEO-1 reports, salary surveys, and other required filings.

Data & Insights

- Tracks and analyzes HR metrics across the full employee lifecycle: recruiting, onboarding, engagement, retention, and offboarding. Translate findings into recommendations for firm leadership.
- Gathers qualitative feedback (exit interviews, stay conversations, employee surveys) alongside quantitative data, and takes action to address identified trends.

Policy & Governance

- Owns firm HR policy and is responsible for developing and rolling out policies and procedures firm-wide, ensuring consistent application and clear communication to staff and attorneys.
- Maintains and updates the employee handbook, ensuring it stays current and firm-wide changes are communicated clearly.
- Tracks regulatory changes and emerging trends in HR and employment law, and updates firm policy accordingly.

Employee Relations

- Leads employee relations matters, including disciplinary meetings, terminations, and investigations; exercises independent judgment, escalating strategic or high-risk matters to the Chief Administrative Officer and in-house labor/employment counsel.
- Serves as a trusted point of contact for staff and attorneys navigating workplace concerns, and coaches supervisors on addressing performance and conduct issues early.
- Advises on and helps administer progressive discipline and performance improvement processes.
- Mediates interpersonal and team conflicts, helping resolve issues before they require formal action.
- Manages staffing coverage decisions: reviews and approves absence requests and coordinates vacation/sick leave coverage to ensure attorneys retain necessary secretarial support.

Workplace Safety & Emergency Preparedness

- Owns the firm's emergency action and business continuity plans as they relate to staff safety, keeping them current and ensuring staff and attorneys know how to respond.
- Leads emergency preparedness training and drills (e.g., evacuation, natural disaster, workplace threat response) across firm offices.
- Serves as the firm's primary point of contact for workplace safety concerns and ensures compliance with applicable safety regulations (OSHA, HIOSH). Acts as floor warden and backup emergency contact for Chief Administrative Officer.
- Communications liaison for employees during natural disasters, clearly communicating operations decisions via firm-wide platforms.

Culture & Programs

- Leads development, planning and execution of firm culture and engagement events (annual picnic, staff appreciation luncheon, holiday parties, learning opportunities, on-site flu shot clinic).
- Develops systems to capture employee feedback to support a healthy company culture.
- Takes on additional duties and projects as assigned, with an expectation of growing ownership over time.

KNOWLEDGE AND SKILLS

- Maintains current, working knowledge of federal and state regulatory compliance requirements and best practices across HR functions, and applies that knowledge to firm decisions.
- Proficient with a variety of technology, including but not limited to: Microsoft Office Suite, Intranet sites, and HRIS (e.g., Paylocity, Kaiser and HMSA online enrollment platforms).

- Proactively tracks trends, regulatory changes, new technologies in HR, talent acquisition/management, employment law, and recommends firm responses.
- Demonstrated experience sourcing, recruiting and staffing personnel, with sound judgment on hiring decisions.

EXPERIENCE

Minimum 5 years of progressive Human Resources experience, preferably spanning employment, employee relations, and benefits administration, with demonstrated ability to own outcomes independently. HR certification desired.

PERSONAL CHARACTERISTICS

- Excellent verbal and written communication skills, including the ability to represent HR decisions to multiple stakeholders.
- Works effectively with others under short deadlines and high-pressure situations.
- Excellent organizational skills and attention to detail, with the ability to manage multiple priorities and competing deadlines.
- Strong analytical and problem-solving skills; identifies issues before they escalate.
- Independently exercises sound judgment, escalating strategic or high-risk matters appropriately.
- Acts with integrity, professionalism, and confidentiality at all times.

EDUCATION

- High School Diploma or equivalent required.
- Undergraduate degree from an accredited college or university in Business, Human Resources, or a related field preferred; relevant HR work experience may be considered as a substitute for a degree.

WORKING CONDITIONS

- Full-time, on-site position at the Honolulu office.
- Hours are in person - Monday through Friday, 8 a.m. to 5 p.m.
- Prolonged periods of sitting and computer work.
- Occasional lifting of files, boxes, or office materials up to twenty-five pounds.
- Occasional support during early mornings, evenings, or weekends may be required.