

DIRECTOR OF ADMINISTRATION & HUMAN RESOURCES

Downey Brand, a full-service law firm founded in 1926 with offices in Sacramento, San Francisco, and Stockton, is seeking a firm-wide Director of Administration & Human Resources to be based in our Sacramento office. This position is responsible for staff employee talent acquisition, employee relations, performance management, and compensation, including preparing the annual compensation budget. In addition, this position supervises the managers of the Facilities, Information Technology, Compliance & Risk, and Records Departments.

Primary Responsibilities:

- Partner with the leadership team to understand and execute the firm's human resource and talent strategy.
- Act as a trusted advisor to firm leadership on all HR-related matters.
- Lead employee relations efforts, including conflict resolution, performance management, and disciplinary action, ensuring compliance with employment laws and firm policies.
- Manage staff employee talent acquisition process including recruiting, interviewing, hiring, and onboarding.
- Maintain compliance with federal, state and local employment laws and recommended best practices.
- Manage non-attorney personnel.
- Approve timesheets and time off requests.
- Process employee status changes including leaves of absence and separations.
- Provide strategic direction and leadership to the HR department, setting goals and priorities that align with the firm's mission and values.
- Create and update HR policies and procedures to ensure compliance with legal regulations and industry best practices.
- Work with the Information Technology, Risk Management, Records, and Facilities teams to develop best practices and collaborate on ongoing projects.

The successful candidate will have, in addition to experience with the above, strong organizational skills and excellent written and oral communication skills. The person hired for this position will need to be comfortable interfacing with individuals daily and be able to foster collegial relationships, as well as possess the ability to have difficult conversations. The candidate should be experienced in managing personnel at a law firm. This position requires experience in general management of a law firm.

Experience and Qualifications:

- Minimum of ten years' experience as a Human Resources Manager and/or Administrator in a law firm or other professional setting.
- Bachelor's degree or equivalent work experience
- PHR, PHRca, SPHR, SHRM-CP, SHRM-SCP, or CLM certification strongly desired.
- Strong knowledge of local, California and Federal employment laws and regulations

- Proficiency with Microsoft Office Suite, Adobe Pro, document management systems and HRIS systems.
- Excellent critical thinking and problem-solving skills.
- Excellent organizational skills and attention to detail.

Compensation & Benefits:

The salary for this role ranges from \$150,000 to \$180,000, depending upon experience. The firm provides a comprehensive benefits package:

medical/dental/vision/life/disability/FSA/401k/more), covering the cost of employee coverage and offering dependent coverage at group rates. We offer a hybrid work environment with flexibility to work remotely part of the time, ensuring you can excel in your role while maintaining personal well-being. Downey Brand cultivates an environment where all team members feel valued and empowered to do their best work.

How to Apply:

If you're ready to take the next step in your career and want to work in an environment that supports your professional growth in a vital senior staff role, we want to hear from you. Please submit your cover letter and resume in confidence to Cindy Snook, Human Resources Director.

Downey Brand LLP is an Equal Opportunity Employer. No telephone calls or email applications, please.