

HUMAN RESOURCES DIRECTOR – SACRAMENTO

THE FIRM

Weintraub Tobin is an innovative provider of sophisticated legal services to dynamic businesses and business owners, individuals, emerging companies, and nonprofits. With locations in Sacramento, San Francisco, Los Angeles, Orange County, and San Diego, more than 80 Weintraub attorneys assist clients throughout California with business and litigation needs, including corporate law, finance and tax law, labor and employment, real estate, intellectual property, entertainment, and digital media. We offer a supportive and collegial environment where individual contributions are recognized and celebrated, and hard work is balanced with personal fulfillment and responsibilities.

THE OPPORTUNITY

Weintraub Tobin is seeking a full-time, experienced Human Resources (HR) Director based in Sacramento to serve as the Firm's senior HR leader. The HR Director at Weintraub is responsible for leading human resources operations and ensuring alignment of HR programs and initiatives with Firm-wide business priorities across all offices. The HR Director provides strategic guidance and operational leadership across all HR functions, including compliance, reporting, workforce planning, employee relations, organizational effectiveness, compensation and benefits, and talent management. The HR Director serves as a trusted advisor to senior firm leadership and leads a high-performing HR team.

RESPONSIBILITIES

- **Employment Law, Compliance, Leave Administration & Risk Management** – Maintain advanced knowledge of federal, state, and local employment laws, including wage and hour regulations, leave administration (incl. FMLA, CFRA, ADA), EEO, and related compliance requirements for a multi-office firm in California, ensuring timely, accurate, and compliant submissions across all jurisdictions.
- **Compensation and Payroll Oversight** – Oversee Firm-wide compensation administration, including salary structures, benchmarking, HR budgeting, annual review cycles, compensation recommendations and ensuring compliance with all wage and hour laws. Partner with Payroll Supervisor, HR staff, and Accounting on payroll coordination, including statutory benefit integration such as SDI and PFL.
- **Oversee HR Budgets & Benefits** – Review and negotiate benefits renewals in partnership with brokers and vendors; evaluate cost, utilization, and competitiveness to inform recommendations, assessing cost/benefit impacts on Firm budget and workforce.
- **Talent Management & Workforce Coordination** – Oversight of firm recruiting, retention, workforce planning, skill building, training and career development programs.
- **Employee Relations, Performance & Advisory Support** – Provide guidance to leadership and oversee complex or sensitive employee relations matters, including performance issues, disciplinary actions, workplace concerns, and conflict resolution, and provide proactive strategies to support engagement, retention, and workplace stability. Conduct internal workplace investigations, ensuring appropriate documentation, factual accuracy, and coordination with internal employment counsel and leadership as appropriate.

- **Culture, Leadership Support & Organizational Effectiveness** – Support of change management initiatives through thoughtful communication, planning and execution, with sensitivity to employee experience and organizational impact.

QUALIFICATIONS

- SPHR, SHRM-SCP, or PHRca certification is required.
- Bachelor's degree in Human Resources, Business Administration, or related field preferred; equivalent experience combined with an aforementioned HR certification may be considered
- Minimum 8–10 years of progressive HR experience, including at least 3+ years leading an HR team in a professional services environment
- Demonstrated experience leading HR in a multi-jurisdiction environment within California and demonstrated familiarity of the nuances of employment sites in San Francisco and Los Angeles
- Demonstrated expertise in employment law, employee relations, and HR compliance, including wage and hour laws, leave administration (FMLA, CFRA), ADA, and EEO requirements
- Proven experience managing complex employee relations matters, including investigations, conflict resolution, and performance management
- Experience developing, implementing, and maintaining HR policies, procedures, compensation programs, and performance management systems
- Excellent judgment and ability to provide practical, solutions-oriented guidance on sensitive HR matters
- Strong interpersonal and communication skills, with the ability to build credibility and influence at all levels of the organization
- Ability to leverage HR data and metrics to support decision-making and identify trends
- Ability to travel between Firm office locations (~10–15%)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

EQUAL EMPLOYMENT OPPORTUNITY

The Firm is an equal opportunity employer. It is Firm policy to provide equal opportunities to all qualified individuals regardless of race, color, creed, religion, national origin, sex, age, physical or mental disability, medical condition, marital status, sexual orientation, sexual identity, genetics, veteran status, or any other class protected under federal, state, or local law. This policy applies to all terms and conditions of employment. It is the intent of the Firm to comply with all applicable federal and state laws with respect to fair employment practices. The Firm will provide reasonable accommodation to qualified applicants and employees with a known disability or medical condition or for an employee's religious beliefs provided the accommodation does not cause undue hardship to the Firm. Any applicant or employee with a qualifying disability or medical condition, or a religious practice, that requires an accommodation in order for the employee to perform the essential function of his or her job, should contact Human Resources to discuss it further so the Firm can determine if a reasonable accommodation exists and can be provided.

Salary range: \$125,000 - \$170,000

Please submit all applications to Hanah Geraldi, Recruiting Specialist at hgeraldi@weintraub.com or via our careers page on our site.