

POSITION DESCRIPTION

Director of Human Resources

FLSA Status: Exempt

Reports to: Chief Human Resources Officer

Schedule: Normal Business Hours/Hybrid

Location: Pittsburgh, Philadelphia, Washington, DC

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SUMMARY

The Director of Human Resources – U.S. provides key leadership and oversees the daily HR operations across the firm’s U.S. offices. This position requires expertise in all facets of human resources to drive the firm’s strategy of attracting, developing, and retaining top talent at all levels. The Director will ensure the implementation of innovative, best-practice HR programs and processes.

The role encompasses a broad range of HR responsibilities, including full-cycle professional staff recruitment, onboarding and offboarding, professional staff compensation, employee engagement/relations, compliance, policy and procedure development, centralization and shared services, project management, HRIS, reporting/analytics, and process improvement. Additionally, the Director will lead efforts to optimize HR operations by reengineering processes to improve service quality and efficiency.

This position requires a dynamic and forward-thinking leader with a proven ability to harmonize HR strategies with organizational goals, ensuring the firm remains at the forefront of talent development and innovation.

SPECIFIC RESPONSIBILITIES

- Provide leadership, supervision, and coaching to the U.S. HR team, fostering a high-performance culture and ensuring alignment and excellence in service delivery.
- Oversee and guide Global Solutions – Pittsburgh to deliver a broad range of centralized HR services, leveraging technology and driving continuous improvement.
- Manage the U.S. HR Business Partner function for professional staff, ensuring effective alignment of HR strategies with organizational goals. This includes leading key processes such as performance management, talent development, and employee relations while maintaining accurate and comprehensive documentation.
- Oversee the firm's U.S. flexible benefit plans and wellness initiatives working closely with the firm's benefits team and outside brokers and vendors.
- In collaboration with the Director of Legal Personnel and Compliance, develop policies, procedures and documentation related to organizational, change management, recruitment, succession planning and people matters.
- In collaboration with the Director of Legal Personnel and Compliance, ensure compliance with all applicable federal, state and local labor laws, legal requirements and government reporting regulations affecting the HR function.
- Benchmark and contribute to the ongoing development and administration of the firm's professional staff compensation and rewards and benefits strategies, ensuring that they are competitive in the market, clearly articulated, and consistent with the firm's performance culture.
- Lead and direct the ongoing development and deployment of the firm's global performance management process, including competency-based promotion and evaluation criteria.
- Champion and lead the design, communication and implementation of the firm's professional staff development programs and processes for leadership development, skills training, mentoring and advancement.
- Oversee the life cycle of onboarding, offboarding and job change activities.
- Advise on and help resolve employee relations and personnel matters, working directly with leadership in other functional service departments.
- Responsible for the U.S. budget for the Human Resources cost center, which includes on-going review of overall spending and forecasting.
- Manage the annual merit increase budget for professional staff, professional staff bonus budgets, geographic differentials, market pricing, and employee recognition programs.
- Collaborate with members of the Europe, Middle East and Asia HR teams on various matters.
- Understand the payroll function and coordinate HR processes to align with various payroll deadlines and requirements.
- Provide oversight of HR technical systems and internal systems that reflect HR data uploads, including Peoplesoft HRIS, time/absence tracking, and internal firm directory.
- Conduct, document and oversee internal investigations, coordinating with in-house counsel.
- Support and conceive activities designed to increase employee recognition and morale.
- Maintain knowledge of industry trends and employment legislation to ensure compliance and benchmarking.
- Complete and/or provide support to the CHRO and other firm leaders on special projects.

Job duties and responsibilities included are not exhaustive and may be supplemented as necessary. This job description does not constitute a contract for employment and Reed Smith reserves the right to revise or modify job duties and responsibilities at any time..

POSITION SPECIFIC REQUIREMENTS

Skills

- Advanced knowledge of U.S. employment laws and human resources best practices.
- Excellent written, verbal and presentation skills.
- Ability to exercise sound judgment.
- Proven analytical ability and ability to influence decision-making processes.
- Ability to work in a fast-paced environment.
- Ability to make judgment decisions and adapt to changing situations.
- Keen problem-solving and troubleshooting abilities and solutions-oriented thinking.

Management & Leadership Skills

- Exceptional organizational and time management skills.
- Ability to handle multiple competing priorities. Strong leadership, management, and organizational skills, with a high level of customer service orientation.
- Must be flexible and able to adjust one's style and approach depending upon the issue and the people involved.
- Well-developed interpersonal and communications skills, including listening, coaching and dealing effectively with employee relations issues.
- Ability to build effective relationships at all levels.
- Ability to effectively communicate with various personalities at all levels.

Education: Bachelor's Degree in HR or related discipline required. Advanced degree and professional certifications (SHRM, HRCI, CCP, CEBS, etc.) are desirable and certifications must be maintained.

Experience: Bachelor's Degree in HR or related discipline required. Advanced degree and professional certifications (SHRM, HRCI, CCP, CEBS, etc.) are desirable and certifications must be maintained.

ADDITIONAL INFORMATION

Supervisory Responsibilities: Directly supervises 6 HR professionals and indirectly supervises centralized US HR, HRIS, U.S. Benefits, U.S. Staff Recruiting, and local office/HR managers.

Equipment To Be Used: Personal computer and other office equipment such as telephone, calculator, copier, scanner, etc.

Typical Physical Demands:

- Must be able to travel for meetings or training as necessary.
- Ability to sit and/or stand for prolonged periods, intense eye usage, and finger, hand and wrist dexterity associated with prolonged computer use.
- Ability to utilize technology, including computers and telecommunication devices.

Working Conditions: You will be required to work in the office a minimum of 2 days per week. Must have flexibility to work hours in excess of your normal daily schedule when needed.

Reed Smith offers a challenging work environment, business casual dress code and a total compensation package that includes a competitive salary, flexible benefits program, tuition assistance, and generous 401 (k) plan.

Consistent with its Core Values of Integrity, Excellence, Teamwork & Respect, Innovation, and Impact, Reed Smith is firmly committed to the concept and practice of equal employment opportunity. At Reed Smith, applicants and employees are treated during their employment without regard to their race, ethnicity, ancestry, religion, color, sex, age, national origin, sexual orientation, gender identity and/or expression, familial status, disability status, veteran status, or any other characteristic protected by law. Pledged to deepening the progress and to driving any needed change, Reed Smith's senior leaders believe that an inclusive environment where personnel work together and treat each other with dignity and respect at all times are critical components of success.

Reed Smith provides reasonable accommodations for persons with disabilities, including in the application and interview process.