

Global Human Resources Specialist – HR Compliance

PeopleSoft Job Code / Title:	6657
Facebook Title:	Global Human Resources Compliance Specialist
Department / Subdepartment:	Human Capital & Talent
Organizational Relationship:	Report to Global Human Resources Compliance Manager
FLSA Status:	Exempt
UCM Level:	
Last Updated:	01/17/2025

Role Overview

The Global Human Resources Specialist – HR Compliance assists in developing and administering human resources programs and processes to ensure the organization remains in compliance with all applicable legal regulatory requirements at the state, federal, and global levels. They participate in projects to identify solutions and assist in creating processes to monitor and audit Human Resources (HR) compliance. They help create internal procedures, guidelines, and trainings relating to HR compliance matters to continuously improve best business practices

Essential Duties and Key Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

- Facilitates the I-9 and E-Verify processes through system administration and acts as resource to the office HR teams
- Monitors and responds to cases in ticketing system
- Maintains legal posting notices site(s) and notifies HR teams of relevant updates
- Submits compliance reporting (e.g.EEO-1, Pay Data Reporting, Bureau of Labor Statistics reporting, etc.) and responds to state and federal survey requests
- Participates in projects to implement new policies, processes, and systems that support the tracking and administration of human resources compliance-related matters
- Assists with legal research and analysis to ensure the firm is compliant with relevant legislation, implements and communicates those updates in collaboration with the relevant parties
- Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

Ability to understand and apply federal, state, and local employment laws or court precedents, including OSHA, ADA, FLSA, EEO, ADEA, and FMLA

Comprehensive knowledge of traditional human resources functions

Ability to use independent judgment and discretion when making majority of decisions

Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm

Ability to work in a team environment with a customer-service focus

Strong communication skills, both written and verbal

Ability to handle confidential and sensitive information with the appropriate discretion

Strong analytical skills with minimal supervision needed

Organizational skills to manage time well, prioritize effectively, and handle multiple deadlines
Knowledge and proficiency in PC applications, including MS Office, and other programs to complete thorough analyses and reports

Position Specifications

Typical Experience

- Minimum of 3 years' experience in Human Resources required
- Experience in human resources compliance preferred

Education

- High school diploma or equivalent required
- Bachelor's degree or equivalent preferred

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Occasional travel required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.