

Gallagher Evelius & Jones LLP
Director of Human Resources and Support Staff Services

About the Firm

Gallagher Evelius & Jones is a Baltimore-based law firm with 55 attorneys and a rich history of community service and activism. For more than 60 years, Gallagher has represented many prominent universities, hospitals and health care providers, financial institutions, religious organizations, real estate development companies, and other businesses throughout the mid-Atlantic region. Many of these relationships date back more than 50 years – a sign of the firm’s strong commitment and level of service. Gallagher’s practices range from health care, employment and education to corporate and real estate transactions, commercial lending, civil litigation, renewable energy, creditors’ rights and bankruptcy.

At Gallagher Evelius & Jones, character is as important as credentials. The firm values are excellence, collegiality, humanity, committed relationships, diversity, equity and inclusion, and community service. Many of the firm’s attorneys are deeply committed to their communities, holding positions of importance with bar associations, nonprofit charitable, educational, arts and social service boards, and other organizations promoting social justice.

Gallagher is a great place to work! More than 65 percent of the firm’s team members have worked for the firm for more than 10 years, and more than half of the firm’s lawyers are partners. Gallagher is not only known as a champion for social justice and Baltimore, but also for its highly collaborative and supportive culture. The firm’s culture is rooted in internal cooperation, respect and support for lawyers, staff, clients, and others. The atmosphere is positive, upbeat, stable and vibrant.

Gallagher is a highly collaborative and uniquely supportive firm. The firm offers generous employee benefits, such as paid parental leave, profit-sharing contributions to 401(k) plans, and strong health insurance coverage.

Gallagher Evelius & Jones is committed to ensuring a diverse, equitable, and inclusive work environment, where the talents and contributions of each individual are recognized and valued. Gallagher is an equal opportunity employer and does not discriminate based on race, ethnicity, color, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, veteran status, genetic information, marital status, or any other legally protected characteristic.

About the Role

The Director of Human Resources and Support Staff Services will be responsible for all aspects of human resources, including recruiting of administrative staff positions, orientation, benefits, development and administration of policies, management of personnel records and attendance records, evaluations of administrative staff, discipline and discharge, and management of workflow for administrative staff. In collaboration with the firm’s practice group leaders and others, the Director of Human Resources and Support Staff Services will oversee the firm’s staff of 16 paralegals and 12 legal administrative assistants. The position will report to the Executive

Director. The ideal candidate will be highly motivated with strong people skills, possess exceptional organizational skills, and be team-oriented. This individual should be able to work well independently, as well as in a collaborative environment. Human Resource experience and SHRM certification are required.

Primary Responsibilities - Responsible for overseeing all aspects of human resources management including:

- Recruitment of non-lawyer positions
- Onboarding and off boarding of all personnel
- Management of employee relations and personnel issues
- Management of confidential personnel and attendance records
- Management of performance evaluations and salary reviews
- Administration of benefits and payroll
- Development and administration of policies ensuring compliance with labor laws
- Supervision of workflow for support level positions
- Participation in management meetings

Qualifications and Skills Required

- Detail-oriented
- Hands-on
- Demonstrates critical thinking, problem solving and good judgment
- Excellent oral and written communication skills are required, with the ability to listen, clarify and share information
- Superior client service attitude and excellent interpersonal skills to interact effectively with staff at all levels of the Firm
- Ability to manage and work well in a collaborative environment
- Ability to multi-task while maintaining a high level of accuracy
- Strong work ethic and be a positive team player who is able to provide and receive direction well
- Motivated by fast-paced environment and willing to work longer hours when needed
- Ability to handle multiple projects and deadlines

Education and Experience

- Bachelor's Degree in human resources or related field highly recommended
- SHRM Certification required; SHRM-SCP preferred
- Minimum of five years of human resources experience
- Law firm experience preferred, but not necessary
- Skilled with relevant office software applications, including Microsoft Outlook, Word, Excel, PowerPoint, and applicant tracking systems
- Experience with human resources information systems (HRIS)