

## Lynch Dallas, P.C.

### JOB DESCRIPTION

**Position Title:** Director of Talent and Strategy

**Classification:** Exempt

**Reports to:** Executive Board President<sup>1</sup>

**Date:** 2022

#### **Job Summary:**

The Director of Talent and Strategy, will work closely with the Executive Board and operations managers to advance the firm and provide exceptional support/resources to firm owners and employees. This role will play an integral part in the successful strategic growth of the firm's size, operations, people, processes, and culture. The Director will collaborate with the Executive Board, lead the operations team, and provide HR guidance and operational support to all employees and owners in the firm. This position will both drive business advancement strategies and serve in a hand-on human resources tactical role.

#### **Essential Functions, Duties and Responsibilities:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Collaborates with the Executive Board to understand/develop the firm's long-term vision, goals, and identifies strategies to support the firm mission through staffing, recruiting, retention, operations management, and special projects.
2. Lead overall operations, human resources, and employee relations/benefit functions.
3. Leads/collaborates with other operational managers on leading practice operational processes to support finance, accounting, technology, firm management, facilities, and all employees.
4. Provides collaborative guidance and advice on communication strategies to build employee morale, productivity, retention, and policy compliance. Acts as the chief communicator for the Executive Board and shareholders.
5. Plans, leads, develops, coordinates, and implements policies, processes and training initiatives to support the firm's employee productivity, human resource compliance, and strategy needs.
6. Coach supervisors and mentors relating to:
  - a. Policies and procedures;
  - b. Reinforcement of overall Firm culture;
  - c. Helps foster professional growth through continuous learning and accountability;
  - d. Employee performance evaluation and performance maximization efforts;
  - e. Productive employee relations/empathy approaches;
  - f. Employee relations/empathy activities.

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<sup>1</sup> Director, Talent and Strategy reports directly to the Executive Board President but is responsible to all the shareholders of the firm.

7. Directly administers/oversees all human resource programs including, but not limited to, recruiting, compensation, benefits, leave, disciplinary matters, disputes and investigation, performance and talent management, productivity, recognition and morale; occupational health and safety, and training and development.
  - a. Coordinates and implements discipline and termination of employees with Executive Board in accordance with firm policy.
  - b. Manages and reviews legal claims;
    1. Workers' compensation, leave administration, unemployment and civil rights, and
    2. Investigate, respond, administer and manage claims to ensure closure.
  - c. Drafts and distributes reference materials such as goal and performance review initiatives, and summaries of perks and benefits.
8. Monitors and ensures the firm human resources compliance with federal, state, and local employment laws and regulations and recommends leading practices; reviews and modifies policies and practices to maintain compliance.
9. Participates in professional development and networking conferences and events to remain compliant.
10. Lead annual operating and Capex budget development process.
11. Leads new associate attorney and other employee recruiting efforts.
12. Prepares employee related analysis and resulting recommendations.
13. Promotes and attends special events and functions; promotes and reports on firm milestones and activities such as company goals and projects; community service activities; and new hires, promotions, and retirements.
14. Maintain the integrity and confidentiality of firm client information and human resource files and records.
15. Lead or manage special projects for the Executive Board.
16. Perform other duties and backup duties as needed.

### **Other**

1. Regular and punctual attendance.
2. Other functions, duties and projects as assigned.

### **Key Attributes, Competencies and Skills:**

1. Excellent verbal and written communication skills.
2. Excellent interpersonal, counseling, and coaching skills.
3. Strong decision-making/independent judgment skills.
4. Leadership, including training and mentoring other staff members.
5. Business acumen.
6. Strategic thinking and planning.
7. Time management skills with a proven ability to meet deadlines.
8. Thoroughness.
9. Teamwork.
10. Personal effectiveness/credibility.
11. Maintains confidentiality/high accountability.
12. Technical capacity (proficient with Microsoft Office Suite).
13. Improvement, advancement, and "can do anything" attitude.

**Required Education and Experience:**

1. Bachelor's degree in Business Administration, Human Resources, or a related field required.
2. At least 5 years of relevant experience required in human resources, operations, or management.
3. High level understanding of corporate finances.
4. Perform other duties and hands on backup duties as occasionally needed.

**Supervisory Responsibility:**

This position has direct supervisory and mentor responsibilities over the Finance Manager and the Accountant & IT Manager. This position has indirect supervisory and mentor responsibilities over all operations employees.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Position Type/Expected Hours of Work:**

This is a full-time position, and hours of work and days are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

**Travel:**

Travel is primarily within the state of Iowa during the business day, although some out-of-the-area and overnight travel may be expected.

**Disclaimer:**

The above job description is designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Employment at Lynch Dallas, P.C. is at will and may be terminated by either party at any time for any lawful reason with or without cause or notice.

**Lynch Dallas, P.C. is an Equal Opportunity Employer.**