

### **HR Compliance & Employment Law Paralegal / Legal Affairs Manager - Job Description**

Frisco, TX headquarters.

Hybrid based - in office Tuesday, Wednesday, and Thursday.

#### **Job Description:**

Seeking a strategic, agile, and proactive HR Compliance & Employment Law Paralegal / Legal Affairs Manager to join our Legal Department. This role will play a crucial role in ensuring the company's people-related policies and practices align with all applicable laws, regulations, and industry best practices.

The position will report to the Director, Corporate Counsel (Labor & Employment/Litigation) and requires collaboration with various functions throughout the company. The role will provide ample opportunities to learn, be challenged, and grow professionally in a fast-paced environment.

#### **What you will do:**

- Draft and support implementation of scalable, world-class employment policies and programs that balance legal risk with business impact.
- Monitor the complex and rapidly changing network of federal, state, and local employment laws and regulations, spot compliance issues, propose and then implement solutions.
- Draft internal guidelines, procedures, change management processes, and communications.
- Lead and collaborate with cross-functional partners in HR, EH&S, Risk, Government Relations, Finance, and business operations on complex projects to sustain and enhance employment law compliance across multiple jurisdictions.
- Partner with applicable HR teams – Total Rewards, Talent Acquisition, Labor Relations – to identify possible process changes needed because of new or modified legal requirements and/or policies.
- Drive training, guidance, and change management for HR Compliance.

#### **Requirements: (or equivalent work experience in lieu of)**

- Bachelor's degree in Human Resources, Business Administration, or a related field
- Minimum of 10 years of HR compliance or employment law related experience
- Paralegal certificate or degree required
- Able to work independently and collaboratively in a fast-paced organization; manage and prioritize multiple issues and projects while being highly responsive
- Strong research, analytical, and problem-solving skills

#### **Interested Qualified Candidates Can Send Resume To:**

Crystal M. Cornett, Legal Recruiter

Telephone/Text: 832-696-9315

Email: [ccornett@nnlegalsearch.com](mailto:ccornett@nnlegalsearch.com)