

HR Generalist/Recruiter

Fresno Office



Opportunity

Our Fresno office is currently seeking an experienced HR Generalist/Recruiter with 5+ years of HR experience to join our team. This is a mid-level, full-time position, fully onsite. This role is a key member of the Lozano Smith HR team and will be responsible for performing multiple HR disciplines including: recruitment, onboarding, performance management, leaves of absence, and benefit administration. Excellent written and verbal communication is required.

Qualifications:

- Bachelor's degree in human resources management or related field.
- Minimum 5-7 years human resources professional experience.
- Strong research, writing, and oral advocacy skills.
- Proven experience as a successful and effective recruiter.
- Experience in a law firm or legal environment is a plus.
- HR certification preferred.

Connect

We invite interested applicants to learn more on our website: lozanosmith.com/careers. Please send a cover letter and resume to jobs@lozanosmith.com.

Focus on You

We invite you to check out Lozano Smith, California's premier public agency law firm. You'll find a place where people can thrive and grow both personally and professionally. Along the way, you'll discover a team that is connected and fulfilled by the work they do. Join the journey – it is rewarding each and every day.

Focus on Schools and Communities

Partnering with school districts, community colleges, cities, counties and all types of public agencies is at the core of what we do. Our 30+ year commitment has positively impacted countless students and communities throughout California.

Spotlight on Culture

- Mentoring Program
- Professional Development Opportunities
- Child-Friendly Business Award Winner
- Blue Hat Project: Community Engagement Program
- Collaborative Environment
- No Jerks Rule

Diversity, Equity, and Inclusion

Lozano Smith values diversity, and this is evident in the composition of our team.

- 75% of recently hired employees are female
- 57% of recently hired employees identify as a person of color
- 45% of our employees identify as a person of color
- 51% of partner attorneys are female
- 59% of attorneys are female
- 65% of associate attorneys are female

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Salary

\$59,000 – \$80,000 /year

Lozano Smith is committed to giving all employees the opportunity to experience meaningful, impactful work and the support needed to grow. We consider a variety of factors, including skills, qualifications, and experience, among others. We provide competitive salary, benefits, and bonus programs.

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