

HR Leader - 71989

PROFILE SUMMARY

High performing human resource professional with a seventeen years progressive human resource and labor relations experience. Strong command of HR policies, procedures and employment laws. Excellent employee relations and labor relations skills. Expert team builder –able to lead, resolve conflict and negotiate win/win outcomes.

EDUCATION

Master of Arts in Organizational Leadership

Bachelor of Science in Human Resources

EMPLOYMENT

Human Resources Strategic Business Partner

7/08-Present

- Provide strategic human resource leadership and administration for the Northeast Region- including 1000+ employees and 13 sites.
- Actively participate in contract negotiations and administration, grievances, arbitrations and conflict resolutions for six labor unions.
- Assisted with the integration of new mergers/acquisitions into the company.
- Ensure compliance with state and local laws relative to HR laws.
- Provide employee and labor relations, coaching, counseling, mediation and resolution.
- Assist in preparation of departmental budget and analysis.
- Create and oversee employee development and training initiatives.
- Investigate and resolve harassment and labor relations complaints.
- Administer Human Resource policies and procedures, progressive discipline, performance improvement plans, and counseling.
- Implement diversity awareness initiatives and training.
- Administer benefit and compensation programs, workforce planning, performance retention, and recruiting initiatives.
- Investigate and resolve harassment and EEO complaints.
- Provide strategic and tactical guidance with organizational restructuring, voluntary separations programs, site deactivations, and severance programs.
- Oversee and monitor workers compensation, disability and leave, and FMLA programs.
- Oversee the Drug and Alcohol Program within the 13 sites.
- Develop and implement human resource best practices.
- Provide general supervision of clerical and administrative staff.

Director

8/03-7/08

- Oversee the Affirmative Action Program in relation to vendors, employees, and contractors.
- Develop and oversees the Equal Employment Opportunity Program.
- Implement civil service recruiting initiatives
- Compile annual reports to evaluate the AA/ EEO programs progress.
- Oversee and implement MBE/WBE procurement policy.
- Investigate and resolve Equal Employment Opportunity complaints.
- Ensure compliance with federal, state and local laws in relation to EEO and HR.
- Implement diversity awareness initiatives.
- Design and deliver training and development efforts.

- Participate in the development and implementation of Human Resource policies and procedures.
- Assist with the implementation and coordination of workers compensation, disability, and FMLA.
- Actively participate in collective bargaining, contract negotiations, grievances and arbitrations.
- Provide coaching and counseling to personnel to enhance performance including performance plans and Performance Improvement plans.
- Oversee and implement the Authority's Absentee Control Program.
- Assist in preparation of departmental budget and analysis.
- Oversee employee and labor relations issues and progressive discipline.
- Provide general supervision of the clerical and administrative staff.

AFFILIATIONS

- Society For Human Resource Management- Member
- Buffalo Niagara Human Resource Association- Member

References available upon request