

HR SPECIALIST

Summary

Possess 15+ years of experience as an HR Classification/Compensation Lead and as an HR Specialist, Recruitment. Managed recruitment efforts that included qualifying candidates based on documented knowledge, skills, and abilities to match organizational resource needs. Ensured candidate fulfillment of the preemployment process; i.e., background checks, drug screens, and reference checks. Developed and implemented competency and skill-based pay programs for a variety of occupations including medical (nurses), mechanical (machine operators), and civil engineers. Led a statewide review of jobs (18,000 employees) toward determining appropriate FLSA designations (e.g., executive, administrative, computer-related, creative). Provided executive and middle management consultation toward acquiring class/levels and roles necessary to accomplish departmental goals and objectives that resulted in mission successes. Training and Development: Eight years of experience in training and development that included development and delivery of leadership and management/supervisory skills acquisition. Additionally, developed policy and procedural training including performance management, interaction management, ADA, and prevention of workplace violence and sexual harassment.

Skills

- Management consultation
- Negotiation
- Outlook
- E-Recruitment
- HR policies/procedures
- Provision of excellent customer service
- Micro-soft applications: Word, Excel, PowerPoint

Skills

Problem-solve and serve as change agent to ensure that HR functions are included in organizational missions. Negotiate budget revisions to include HR initiatives. Ensure excellent customer service delivery, provide state/federal and soft-skills management/employee training. Conduct job analyses, as well as conduct compensation/job market analysis, and deliver and measure leadership training. Develop, implement, and monitor performance management. Develop, implement, and monitor personnel policies and procedures, and manage full-cycle recruitment.

Experience

03/2016 to 08/2017

HR Specialist Company Name - City , State

- Managed full-cycle recruitment efforts for multi-state needs.
- Ensured candidate job qualifications matched minimum KSAs.
- Completed pre-employment processes (background checks, drug screens, reference checks).
- Conducted on-boarding/ orientation.
- Conducted initial phone screens and recommended applicants for on-site interviews.
- Contacted candidates with salary/hourly wage offers.
- Negotiated start dates.

08/2014 to 06/2015

HR Analyst Company Name - City , State

- Conducted analysis of 50+ roles (250+ positions) within a 10-month period.
- Recommended, developed, and implemented a new classification and level-based on the evolution of roles (IT, Security, and Radiation classes).
- Conducted labor-market studies and recommended, implemented, and monitored compensation practices.
- Recruitment: reviewed, approved, and referred candidates for management's selection based on documented KSAs and required education and experience requirements.
- Budget: daily contact with the budget manager to ensure or to request additional salary needs to be included in budgetary revisions/and legislative special requests.
- Salary administration: reviewed, justified, and approved management requests for salary adjustments based on expanded variety and scope of responsibilities. Determined appropriate percentage increase and status (temp/perm).

03/2013 to 06/2013

Manager, Classification/Compensation Company Name - City , State

- Reduced the established timeframe for individual job analysis from an average of four months to 11 calendar days.
- Established a requirement and template for project management and communication plans.
- Prioritized and assigned classification and compensation studies and reviews.
- Established and coordinated the recruitment of referrals from Cabinet and Council of State members.
- Conducted statewide FLSA evaluations that resulted in appropriate designations.
- Ensured legal/justified salary administration practices.

10/2012 to 02/2013

Manager, Recruitment/Classification/Compensation Company Name - City , State

- Reduced the backlog of management-requested classification/compensation studies and individual job reviews by 100% w/in a four-month period.
- Supervised recruitment efforts for all occupational needs of the hospital. Well-versed in NeoGov (e-recruitment).
- Reviewed management requests for occupational and individual position studies toward upgrades, reallocations, downgrades, salary adjustments, and competency and skill-based pay programs for nurses, mechanical trades, and institutional services personnel.

06/2004 to 01/2013

Senior HR Analyst Company Name - City , State

- Oversight of HR classification/compensation activities of 12 field HR managers and analysts.
- Project manager for a variety of occupational competency and skill-based pay programs.
- Managed the statewide competency-based-pay program for nurses.
- Qualified applicants for jobs.
- Reviewed and approved requests for salary exceptions career progressions, and in-range salary adjustments.
- Led statewide FLSA designation analysis (18,000 employees).
- Processed reduction-in-force activities.
- Developed and delivered training to department-wide employees regarding a variety of regulations, laws, rules, policies, and procedures.
- Ensured that field HR managers fulfilled performance management initiatives.

06/2000 to 05/2004

Senior HR Analyst Company Name - City , State

- Facilitated the development of statewide policies and procedures for competency and skill-based pay programs.
- Partnered with managers and agency leaders to create CBPs (technical and soft-skills).
- Managed the statewide skill-based pay program for machine operators.

06/1996 to 05/2000

Training And Development Specialist Company Name - City , State

- Assessed educational/training needs.
- Developed, delivered and evaluated leadership, technical, administrative, and state/federal-mandated employee training based on ASTD principles.
- Served as team lead for the development and delivery of statewide initiatives such as performance-based pay and performance evaluations.
- Major contributor toward the research and development of internal *Ethical Practice of Trainers/Educational Leaders*.

Education and Training

2007

Bachelor of Arts : English Lit/Language NC State University - City , State , US