**Tracey L. Allgeier**

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**EMPLOYMENT**

**University Administrative Business Center (UABC) - Oregon State University-Corvallis, OR**

**Human Resources Consultant 2, July 1 2009 - Present**

* Facilitate training amongst the staff including areas of position description exclusions, FLSA, Performance Evaluations, Leave Laws, and New Employee Orientation.
* Review data and reports such as PeopleAdmin audit reports, position management, and Banner corrections.
* Approve EPAF Student Hires for UABC.
* Participate and backup Human Resources Manager in coordination of summer spreadsheet process, notice of appointment letters, and approval for job postings.
* Provide suggested improvements for processes in the areas of timesheets, new employee orientation, student hires, and temporary/academic wage appointments.
* Advise, create, and revise job Classified, Temporary, and Unclassified position descriptions. Perform desk audits for reclassification request(s).
* Consult and advice department key contacts and supervisors with regard to HR needs and processes.
* Manage classified employee performance reviews and status tracking involving consulting with departments and Central HR for concerns that may occur.
* Review and approve recommended salary compensation this includes, extra step increases and new hires up to salary step 4.
* Coordinate sensitive situations related to employee leave laws and employee relations.
* Review rules, processes and bargaining contract(s) SEIU and CGE and advice, coordinate questions, and concerns with department key contacts and managers.

**Office of Human Resources - Oregon State University-Corvallis, OR**

**Human Resources Coordinator February 21, 2005 - June 30, 2009**

* Managed and provide approvals for unclassified establish, update, and fill actions through the online position description and recruiting system. Reviewed position description request and determined appropriate classification for classified, unclassified, and professional ranked positions and provided consultative advice to college managers and supervisors.
* Provided FMLA, FLSA, Layoff, and Unclassified position review training to employees, supervisors, and managers.
* Provided functional direction, oversight and training for the FMLA/OFLA program, coordinated with key staff on issues related to Workers Compensation, ADA, and Benefits. Served as an internal consultant for FMLA/OFLA sensitive matters to employees and university managers/HR contacts by providing advice, approval or denial in request for leave.
* Coordinated layoff process, compiled layoff reports, letters, and calculated seniority for classified employees, including job placement.

**Office of Human Resources - Oregon State University-Corvallis, OR**

**Human Resources Specialist June 17, 2002 - February 20, 2005**

* Provided support to the Associate Director for Employee and Labor relations.
* Assisted the Employee Relations Officer with employee investigations and meetings.
* Assisted the Compensation Officer with position description and reclassifications.
* Calculated IT merit increase rates.
* Initial contact for unemployment claims and letters, assisted with hearings.
* Initial contact for all performance evaluation tracking.

**SBM Site Services at Hewlett Packard Co – Corvallis, OR**

**Human Resources Manager May 1, 1999 - June 16, 2002**

* Managed the office and consulted with the Site Manager, Custodial, Clean Room, Conference room, and Recycling department managers by maintaining budget and accounting functions (compiling, creating, and submitting reports for entire work unit.)
* Primary contact for Human Resources issues, including carrying out operation responsibly, overseeing the tracking of complaints, compliments, and request that were received from customers and employees.
* Managed the overall provision of Human Resources services, policies, and programs, including employment and compliance to regulatory concerns, process development and documentation, employee relations, unemployment claims and hearing, compensation, and employee safety.
* Managed background checks and drug testing, including clinic scheduling and review.
* Provide direct leadership and supervision of office employees; hired assign work, set priorities, performance, and expectations.

**HEWLETT PACKARD CO — Corvallis, OR**

**Account Program Manager - April 1989 - May 1999**

* Managed large programs for work unit by ensuring customers received replacement laptops when theirs was reported to be out.
* Resolved customer escalated issues that occurred involving Major Accounts (Proctor & Gamble, ALCOA, and overseas accounts).
* Researched, analyzed data and developed a conclusion, including creating and providing quarterly reports.
* Received/placed multiple calls and email messages to/from end users, technical support, and account managers regarding.
* Problematic issues for resolution.
* Updated and maintained support plans; handled credit collections; interacted with trade, retain, and individual customers over the phone to receive and process external warranty service agreements.
* Reconciliation, Credit Verification, and Billing.
* Created and updated procedures when necessary.

**EDUCATION**

* Linn-Benton Community College - *Albany OR, College Courses, General Studies*
* West Albany High School - *Albany OR, Graduate*

**PROFESSIONAL DEVELOPMENT**



**COMPUTER**

* **Proficient:** Word, Excel, Banner, HRIS, Data Warehouse, Worldwide Web, Access, Nolij, OSU Online Recruitment System, and PowerPoint.