

Barbara Farrar

Recruiter and HR Manager

Kenosha, WI - Email me on Indeed: [indeed.com/r/Barbara-Farrar/839ebe900ba9d6a5](https://www.indeed.com/r/Barbara-Farrar/839ebe900ba9d6a5)

To provide exceptional recruiting in a highly skilled work environment. Experience in the technology, higher education, and non-profit sectors.

University of Wisconsin-Parkside, Kenosha, WI [...]
Various positions

Human Resources Recruiter/Consultant [...]

Assisted HR department with recruiting, reports, FLSA audit and re-classes to assist the HR department while they were short staffed. Worked 1-2 days a week.

Human Resources Manager [...]

Returned to previous HR Manager duties and also managed immigration of Faculty and Academic staff (H1-B, TN, OT and F1). Resigned permanent position in November 2014 to assist in our family business and to provide elder care.

Willing to relocate to: St. Louis, MO - Des Moines, IA
Authorized to work in the US for any employer

WORK EXPERIENCE

Human Resources Manager

University of Wisconsin-Parkside - Kenosha, WI - April 2010 to November 2014

Human Resources Manager

- Recruiting: Managed recruiting for all faculty, academic staff and senior administration positions; assisted with writing position descriptions, choosing state titles, consulted hiring manager with recruitment options and conducted "charge" meetings to explain process and best practices to chairs and committees.
- Compensation and equity studies: Created and ran reports to gather compensation data and reviewed results with UW-System, administration or hiring managers.
- Title Reviews: Researched and made a recommendation for Academic Staff employees to be promoted within the title series or to change to a different title. Presented recommendations to the Academic Staff Committee (as part of shared governance) and then drafted documents for title and payroll change.
- Employee Relations – Created contract renewals/non-renewals for Faculty and Academic Staff based on conversations with the Director or Vice Chancellor, recommended performance improvement plans, worked with managers on performance management and coaching strategies to improve employee performance and consulted UW-System Legal as needed.
- Process improvement: Worked with other HR staff and end users to improve forms needed for payroll, new hire, termination, FMLA and title review processes.
- FMLA: responsible for all FMLA for faculty, academic staff and administration.

- Centralized HR functions from other departments: Managed the HR Assistant in the newly assumed responsibilities of drafting all offer letters, annual and contracts summer, tenure letters and lump sum contracts from the departments.
- Worked with Academic Staff, Faculty and leadership to define administrative related policies and procedures.
- HRIS implementation: Helped troubleshoot and set up internal HR processes for the new PeopleSoft HRIS system launched in April 2011.

Interim Human Resources Director/HR Manager

University of Wisconsin-Parkside - Kenosha, WI - December 2011 to October 2012

Managed HR Staff: Provided leadership and management of the HR team including 2 HR Assistants, 3 Payroll and Benefits Assistants and 2 support staff. Handled day-to-day management of projects, issues and questions; provided goal setting, performance management and promotion of staff. Helped reorganize work responsibilities.

- UPS: Prepared for the University Personnel System implementation, which transferred university state employees to the Board of Regents like other university employees. Worked with Classified Staff Committee on drafting new policies and work rules.
- Consultants: Managed a team of 2 consultants to assist with the PeopleSoft implementation.
- Committees: Participated in a university diversity committee on promotion and recruitment.
- HLC #5: Wrote sections with a team of staff on the "People and Operations" chapter for the Higher Learning Commission to receive university reaccreditation.

Director

Bay Area Video Coalition - San Francisco, CA - July 2002 to July 2009

Responsibilities

Director for one of the largest media arts nonprofits in the country. Responsibilities included the following: member of the director team as a strategic partner, employee relations, recruiting, new employee orientation, staff development, training, internal communication, compensation, payroll administration, benefits administration, reporting, budgeting, facilities, compliance and security.

Special Accomplishments:

- Established the HR function as a respected and integral part of the organization.
- Consulted with senior management on business strategy regarding new business ventures, reduction in force, 6 reorganizations and day-to-day operations.
- Created and implemented new policies and procedures.
- Managed a team of up to 6 staff, including IT and admin staff.
- Negotiated new relationships with outside vendors and reduced overhead significantly in the following areas: workers' compensation, insurance, benefits, PG&E, janitorial, equipment leases and hvac.
- Conducted staff training on safety, hiring practices, discrimination, sexual harassment prevention, progressive discipline, effective management techniques, and wage and hour laws.
- Established compensation guidelines and prioritized salary increases in the organization.
- Created managers training manual for Managers and Directors.

- Facilitated a successful EDD audit on Independent Contractors.
- Conducted staff surveys on employee satisfaction, benefits and the HR function using SPSS.
- Led two payroll conversions from Paychex to ADP and then to Paylocity.
- Hired as an HR Generalist and promoted to Director.

Contract Technical Recruiter

Self employed - San Francisco Bay Area, CA - December 2000 to September 2001

Responsibilities

Clients: Everdream Corp., Fremont, CA, and Transact Plus, Emeryville, CA

Contracted to fill key positions in Engineering and set up recruiting processes. Worked with managers on implementing a technical screening process for all candidates. Advised managers on extending offers, checked references, negotiated salaries and stock option grants. Consulted with HR and management on the best tools and practices for technical hiring. Provided weekly hiring statistics and metrics that listed candidate to placement statistics. Paid hourly.

Human Resources Generalist /Sr. Technical Recruiter

Egreetings.com - San Francisco, CA - March 1999 to November 2000

Hired as the senior technical recruiter/generalist for the engineering department. Worked with the Director of Engineering and CTO on hiring and recruiting strategies, compensation, managing costs per hire, performance reviews, employee relations, employee development, training and management issues within the engineering department. Supported staff regarding 401K, health benefits, stock options, employee stock purchase plan and employment law.

Special Accomplishments

- Worked with another internal recruiter to grow the total staff from 65 to 180 in 7 months.
- Managed a contract recruiter to help staff an elite group of Server Side Java engineers.
- Created the recruiting budgets for 1999 and 2000.
- Presented monthly reports to Senior Management and the Board of Directors.
- Facilitated in-house JAVA training for our engineers.
- Hired employees with H1B, TN, O1 and F visas. Worked with immigration lawyer on sponsoring several employees for visas and green cards.
- Responsible for project planning the actual day of the Reduction in Force, which reduced the workforce by 35% or about 55 people.
- Provided support to staff as an HR Generalist

Hired the following positions: Director of Engineering, Director of QA, MIS Director, Director of Data Warehousing, Java and Perl engineers, White/Black box testers, DBA's, Data Warehouse developers, UNIX System Administrators, LAN administrators, Helpdesk, Project Managers, Configuration Manager, Use Case Manager and Analysts, Production Manager and HTML Producers.

Sr. Technical Recruiter

Professional Consulting Network - San Francisco, CA - September 1995 to March 1999

Searched numerous web sites, use groups and professional organizations to find candidates with the appropriate skills for our clients. Conducted cold calls, sourced candidates and technical screens. Screened for soft skills like attitude, desire to convert to perm employee, ability to work independently, etc. Checked references and closed candidates on our positions. Supplied recruiting reports and hiring data on a monthly basis. Followed up with contractors on assignment, negotiating pay raises, and mediating with the manager on

any performance issues. Also, created internal processes to make recruiting easier. This included database maintenance, implementing recruiting techniques, forwarding sales leads to Account Managers and educating candidates and clients on Federal and State legislation on the subject of leased employees. Basic knowledge of employment laws, Independent Contractor issues and overtime laws. AWARDS: Top performer of the quarter 4 times

Major accounts include SUN, APPLE, HP, Wells Fargo, Provident, Autodesk, Barclays, Ross, and United Airlines.

Admissions Representative

National Education Center/Bryman Campus - San Francisco, CA - April 1994 to August 1995

Recruited High School seniors to attend a 9-month vocational training program in Medical Assisting, Dental Assisting and Ophthalmic Technology. Went to local high schools and gave presentations in the classroom about the vocational options after high school. Set up campus tours, discussed curriculum, enrolled students and discussed financial aid with parents. Mentored and counseled students through out the program. Provided weekly recruiting and sales data to manager.

EDUCATION

Masters In Human Resources in Organizational Development

University of San Francisco - San Francisco, CA
2002 to 2004

BA in Political Science

University of Puget Sound

SKILLS

recruiter (10+ years), human resources (10+ years)