

Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Kameika Jones	PXD - Basic Onboarding Specialist	7.3.1-7.3.6; 7.5.4; 7.5.7-7.5.8

Job Responsibility	Qualifying Skills
Onboarding & Orientation Support: Conduct onboarding and training activities for new hires, ensuring a smooth transition into the organization.	<ul style="list-style-type: none"> Led onboarding and orientation for new hires at the Department of Army, Department of Navy, and HR consulting firms, supporting over 350 employees per unit. Developed and implemented new hire follow-up surveys and buddy programs to enhance onboarding effectiveness. Managed federal employee viewpoint survey (FEVS) focus groups to assess and improve onboarding experience and HR policies.
Tracking & Managing HR Processes: Oversee task tracking and coordination of multiple onboarding-related activities in a personnel office.	<ul style="list-style-type: none"> Tracked and managed suspense tasks for senior leadership in the Department of Army, supporting quarterly reporting and HR compliance audits. Maintained training trackers for over 150 financial personnel to ensure compliance with federal auditing and workforce development requirements. Developed and implemented HRIS tracking tools to monitor training, awards, and personnel actions for 2,000+ employees.
HR Compliance & Employee Support: Provide policy guidance, onboarding compliance tracking, and employee support during onboarding.	<ul style="list-style-type: none"> Advised on and managed employee relations cases, EEO, and ADA reasonable accommodations, ensuring compliance with 5 CFR and OPM guidelines. Developed DEIA policies and employee resource group (ERG) support programs for federal agencies, aligning with executive orders. Served as an HR policy analyst for HHS contractors, reviewing and updating personnel policies to meet HHS standards.

Education

Master of Business Administration (MBA) in HR Management May 2016
Capella University, Minneapolis, MN

Bachelor of Arts (B.A.), Political Science-Pre-Law (Major), Criminal Justice (Minor) Psychology (Minor) 2010
University of North Carolina at Pembroke, Pembroke, NC

Experience

Suvi Global, Tysons, VA 01 /2024 – Present
HR Policy Analyst-Contractor 40hrs

- Serves as the Human Resource Policy Analyst for Suvi Global prime contract with Department of Health and Human Services; responsible for developing HR policy procedures and providing human resource support.
- Reviews and provides consultative advisement of current policies of HHS Assistant Secretary of Public Affairs office.

- Updates and maintains the policy and procedures repository. Ensures all communicate internal and external are error-free, high-quality, and consistent with the standards and requirements of HHS.
- LinkVisum Consulting, Tysons, VA 6/2022 –10/2023 Consultant-Contractor|40hrs
- Served as the Human Resource/Human Capital Consultant for LinkVisum prime contracts with Department of Commerce and Department of Transportation; responsible for developing and executing auditing procedures, workforce planning, succession planning, human resource support, and DEIA Executive Order initiative requirements.
- Spearheaded and developed DEIA policy, DEIA strategic plan and developed Council Charter DEIA charter for DOC FirstNet Authority. Performed gap analysis to improve DEIA within the agencies and made suggestions.
- Served as the DEIA Employee resource group support liaison for Department of Transportation Drafting, proof reading, editing and updating policy and procedures. Collaborated with DOT CIO and Communications in developing ERG home page for DOT ensuring agency compliance was met.
- Served as the Senior Consultant to the Director and Deputy Director of the FirstNet Authority. Developed and delivered supervisory training and training policies to senior leaders and management. Created Senior leadership communications for Federal employee viewpoint Survey (FEVS) as well as coordinated and conducted over 7 Focus groups sessions. Collected and analyzed employee survey data to help establish best practices.

Mele Associates, Gaithersburg, MD**4/2022 –6/2022****Senior Technical Recruiter-Contractor**

- Served as Senior Technical Recruiter providing full-life cycle recruiting Sources over 400 contacts for 20 active positions and for 4 project managers hard to fill technical roles. Utilized strategic recruitment efforts to find talent for hard to fill positions in less than 30 days (about 4 and a half weeks) of employment. Eliminated the use of third-party recruiting saving Mele associates over 500K.
- Established recruiting procedures for a government recruiting company to ensure compliance with federal guidelines to EEOC, ADA, SCA. Prepare excels spreadsheets for position vacancy for each agency contracted.
- Reviewed, edited and approved all position descriptions in HRIS system UKG. Posted job opportunities on various job boards and websites to gain visibility of company and open roles for best talent reach possible.
- Generated various reports to show gaps or issues in applicants on all applicant tracking and sourcing sites.

Nakupuna Solutions, Crystal City, VA 8/2021 – 2/2022**HR Operations Analyst- Contractor**

- Supported Senior level executives and leadership in at OASN FMC for DON at the Pentagon for HR Operation needs. Created staffing plans for all financial management personnel to align with position description standards.
- Developed new hirer follow-up survey to establish improvement measures for onboarding policies and procedures. Created and implemented a buddy program to assist new employees within the federal agency assistance with acclimation to the organization for the first 6 months. Conducted workforce analysis.
- Created award policy to ensure fair and equitable business practices are in place to improve awarding 200+ employees during and after the employee cycle.
- Maintained training tracker to for 150 financial personnel to ensure training compliance for financial auditing purposes.

Department of Army, Fort Myer, VA**8/2020 – 8/2021****Chief of Human Resources**

- Served as the Chief of Human Resources providing consultative advisement, human resources, human capital support, civilian workforce management advisory services for the Executive Leadership and DOA personnel assigned element.

- Transformed an award policy and created new awards to provide incentives to ensure employee retentions efforts revert to a positive direction which created an increase of 6% retention rates in 8 months complying with OPM and DoD standards.
- Provided Employee relations support serving as the Chief Negotiator working with leadership and Union leaders to restructure bargaining unit agreements. Conduct workplace investigations for compliance with EEO and ADA cases.
- Delegated and managed three employees assigning payroll, time keeping and other HR support efforts. Provided and conducted briefings to staff and senior leadership on performance, awards, training and all other HR support.

Avant Garde LLC, Philadelphia, PA**1/2019 – 8/2020****Federal Employee Relations Specialist|40hrs**

- Provided management advisement in creating and administering both non-disciplinary and disciplinary corrective actions to include reprimands, suspensions, counseling, change to lower grades, involuntary terminations.
- Conducted, recorded, and reported exit interviews.
- Served as the Coordinator of all hands publishing of LMER programs announcements. Served as the Voluntary leave program servicing 2,000 employees. Served as DPMAP system advisor for all performance management processing and issues.
- Collaborated with senior leadership to plan, manage, and develop several HR programs such as the awards program and the performance management program. Coordinated the benefits fairs and assisted with career fairs.
- Managed Reasonable accommodations and ADA support creating files for each personnel needing accommodations. Collected medical documentation and helped determine applicable accommodations needs.
- Ensured ADA and reasonable accommodation were complaint with all applicable regulations policies and procedures using 5CFR, OPM and other sources. Provided consultative advice to supervisors and employees on RA and ADA request process. Entered DON database to track and monitor all requests.

Department of Navy, Philadelphia, PA**8/2018-1/2019****Human Resource Specialist**

- Served as a recruiter and staffing specialist for NAVSUP commands DON serving over 5 states to provide full lifecycle recruitment efforts to attract highly qualified talent.
- Utilized federal ATS systems (usastaffing and usajobs) and other recruiting/sourcing sites to effectively manage and source talent. Monitored the team
- Ensured compliance of federal hiring business practice by utilizing 5 Code of Federal Regulation (5 CFR) and Office of Personnel Management (OPM) standards
- Patriot Enterprises, Charlotte, NC 10/2017 –02/2018 Prevention Coordinator, CONTRACT|40hrs
- Provided consultative advice for 16 reserve units in prevention methods and strategies on military and federal drug use. Dealt with a diverse range of soldiers in fast paced organization. Served as Recruitment coordinator providing Patriot enterprises with internal and external recruitment needs for hard to fill positions.
- Provided support to the Alcohol and Drug Control Officer in efforts in reduction strategies and testing procedure trainings for the Army reserves units with organization.
- Tracked data metrics for drug case metrics. Facilitated 40hr Unit prevention leader training. Developed drug trend analysis and provided recommendations to ensure compliance with military drug policy standards.

Department of Army, Active Duty**07/2008 – 09/2017****Non-Commissioned Officer**

- Served as the Non-Commissioned Officer for the Department of the Army supporting 350 per unit. Managed award processing and ceremonies for 5 subordinate companies within military guidelines.

- Lead all military human resources equal opportunity initiatives providing EEO training and support for respective agency.
- Coordinated and managed all suspense tasker trackers to assist Senior leaders in quarterly briefings. Brief all staff on ethical rules, federal and DoD law compliance across the agency. Maintained all personnel data in Military HRIS systems to include death benefits, payroll, emergency data plans, promotions, education codes, LES/Pay issues, and leave and absence.
- Served as a Military recruiter supporting all Army staffing needs in all critical fields. Served as Unit prevention leader conducted drug urinalysis testing and ensured 100% compliance.

AWARDS AND CERTIFICATIONS

ITIL V4 Certification, 2022

Certified Project Officer, 2021

Civilian Service Achievement Medal, 2021