

NANCY B. NIERAETH, M.ED., SPHR, SHRM-SCP

Human Resources director-level professional with 20 years' experience in higher education brings demonstrated skills in change management, relationship building, innovative program development, and continuous improvement.

CORE PROFESSIONAL STRENGTHS

Human Resources Management

Employee relations ♦ Local/state/federal employment law ♦ Accommodation and leave ♦ Policy development and interpretation ♦ HR customer service model ♦ Benefits consultation ♦ Unemployment compensation ♦ Worker's compensation administration ♦ HRIS ♦ Performance management ♦ Budget administration ♦ Job description design ♦ Compensation systems

Talent Acquisition

Exempt and non-exempt recruiting strategy ♦ Diversity recruitment ♦ Selection process development Pipeline development ♦ Onboarding and orientation ♦ Applicant tracking ♦ Recruiting costs analysis ♦ Post-offer testing

Training and Organizational Development

Training facilitation ♦ Instructional design ♦ Business process analysis ♦ Skill gap analysis ♦ Workforce planning ♦ Leadership development ♦ Management coaching ♦ Strategic planning ♦ Vendor selection and oversight

KEY ACHIEVEMENTS

- Established emphasis in search planning on Employee Value Proposition and job competency identification. Led team in creating online hiring toolkit for managers. Implemented new sourcing strategies and use of virtual technologies for interviews.
- Designed and implemented new performance review process, resulting in 30% increase in completion in first year and improvement in goal development initiatives. Designed communication plans and training. Coached managers and advised constituent groups on initiative.
- Envisioned and implemented organization-wide Women in Leadership initiative; engaged senior leadership, designed and facilitated networking and development events; leading planning committee for fall conference.
- Facilitated development of charter, vision, and programming for leadership development initiative (70 managers), and advised senior leadership on related activities.
- Led annual professional development conference with 91% increase in delivered seats from prior year.

PROFESSIONAL EXPERIENCE

Director of Employment and People Development: 7/2007-present

University of Puget Sound, Human Resources, Tacoma, WA

- Lead employment and people development team (2 generalists, HR coordinator, 4 part-time assistants) with responsibility for HR service delivery, recruitment, employment, orientation, onboarding, professional development, recognition, performance management, and employee relations functions. Oversee associated operating budgets. 700+ employees.
- Ensure compliance with employment laws and regulations. Facilitate management activities to ensure effective performance and employee engagement. Oversee complaint resolution program and conduct investigations. Research and respond to charges with external agencies.
- Partner with key stakeholders to develop effective talent acquisition strategies.
- Manage ADA accommodations, worker's compensation, and leave administration.
- Coordinate compensation and benefits interfaces with recruitment, including analysis of ACA and redesign proposal for on-call service staff.

Organization and People Development Consultant: 3/2006-6/2007

- Performed individual and organizational assessments and redesigns. Designed and facilitated OD interventions or sourced external consultants. Managed consultant contracts and performance.
- Served as harassment reporting officer, investigating and resolving harassment and policy-based complaints. Successfully guided majority of complaints to resolution through informal and formal mechanisms.

Training Specialist: 3/2004-3/2006

- Conducted organization-wide training needs assessment. Created and implemented new mission-centered development program, increasing course offerings by more than 20% in first year.
- Designed and delivered training. Managed teams of subject-matter experts in design projects. Oversaw training events and coordinated all logistics.
- Recommended vendor solutions for purchase. Ensured external trainers met program objectives.

EDUCATION/RELATED ACTIVITIES/ASSOCIATIONS

- M.Ed., agency counseling, 2000; B.A., English, 1993; University of Puget Sound
- Specialized training in HR metrics/workforce analytics and strategic talent management/technical succession planning
- Certified Talent Acquisition Strategist, Appreciative Inquiry Facilitator, Myers-Briggs Type Indicator Interpreter
- Trained mediator, Pierce County Dispute Resolution Center
- Board member-at-large, South Puget Sound Chapter Society for Human Resources Management, 2009, led team to develop new mission and vision for chapter
- Served on team completing a comprehensive study and redesign of staff compensation system, 2001-2003, won national award for project innovation through CUPA-HR