

The Stratagem Group, LLC Summary of Human Resource Services

Human Resource Department Management

- Establish new HR department; hire and train HR staff/employees.
- Supervise and run HR Department.
- Develop HR staff job functions/responsibilities/accountabilities.

Employee Relations

- Employee complaint investigation and resolution.
- Develop employee counseling/progressive discipline process.
- Update/develop HR handbook, policies, and/or practices.
- Facilitate employee meetings; provide feedback data with recommendations.
- Perform EEO investigations.
- Provide AAP/Diversity guidance.
- Develop, track, and provide data on employee surveys.

Labor Relations

- Resolve grievances; negotiate and administrate the contract.
- Perform EEO investigations; arbitration preparation; ULP charges.
- Act as key liaison to union regarding all contract issues.
- Communicate contract changes or interpretations to supervision.

Staffing

- Recruiting (internet, website, newspaper, job fairs).
- Selection (resume screening, pre employment tests, background checks, offers).
- Improve interviewing skills; legal compliance (behavioral based).
- Review and coordinate new hire orientations with departments.
- Improve new hire employee retention (30/60/90 day follow up meeting).
- Track metrics (time to fill openings, recruiting sources, etc.).

Strategic Planning and Implementation

- Work with Senior Management to support organizational goals.
- Establish HR metrics (time to fill positions, recruiting sources, retention, etc.).
- Facilitate employee surveys to maintain link to key ER issues (to include gathering data, making recommendations, and implementing solutions).
- Work with Managers and Line Supervisors to improve productivity/efficiency.
- Facilitate and develop Succession Planning tool.
- Develop alternative scheduling options; for 40 hour up to 7/24 operation.

Training & Development/Talent Management

- Perform training needs assessment.
- Present various HR and management topics (not all inclusive);
 - Anti-harassment
 - Leadership
 - Communication
 - Diversity
 - Progressive Discipline
 - Performance Management (goals/objectives, SMART, IDP).
 - Counseling/Coaching
 - Supervisory Skills, Delegation
 - Team Building
 - Time Management/Organization Skills
 - Prevention of Workplace Violence
 - Code of Ethics
 - Change Management
 - Leadership

Compensation/Benefits Administration

- Facilitate/manage Performance Management process with merit based increases.
- Benchmark and competency development.
- Facilitate open enrollment process and employee meetings.
- Negotiate with provider vendors on services and price.
- Explore/research alternative compensation and benefit options.
- Benchmark compensation and benefits within industry.
- Perform job analysis; review and develop job descriptions.
- Develop compensation structure (grades/ranges/broad banding).
- In Massachusetts; provide guidance on new legislation (Connector).

Legal Compliance

- Perform comprehensive Human Resources function assessment audit.
- Assess legal compliance; make recommendations to rectify problems.

Professional Qualifications

- Over 18 years HR management for leading regional/national organizations.
- M.S. Management, Lesley University; concentration in HR.
- M.P.A., Suffolk University; member Pi Alpha Alpha national honor society.
- B.A. Political Science – Providence College.
- Senior Professional in Human Resources (SPHR) certification.
- Certified trainer for Development Dimensions International curriculum.
- Facilitated employee survey, implemented initiatives with Gallup Organization.
- Worked with MacKenzie, Inc. to streamline operations and processes.
- Adjunct Professor, Bryant University, Dept. of Management
- Visiting Lecturer, Bridgewater State College, Dept. of Management.