

Susie HR, PHR, CCP

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HR Director / Manager

Expertise in Benefits & Compensation Management

Certified Professional in Human Resources bringing more than 15 years of HR Management and strategic solutions to businesses. Track record of excellence in designing and administering cost-effective benefits and compensation plans that equally benefit employers and employees, directly impacting the bottom-line and employee satisfaction and retention.

- ♦ Strong ability to integrate benefits and compensation management into overall HR and organizational strategy.
- ♦ Notable experience in overall policies and procedures management.
- ♦ Excellent knowledge and ability to apply HR related laws and regulations: EEO, ADA, ADEA, FMLA, FLSA, ERISA, Worker's Compensation, etc; regularly review and develop policies and procedures to ensure compliance.

Additional Areas of Expertise

HRIS Administration ~ Personnel Management ~ Communication ~ Policy Implementation
Risk Management ~ Customized Retirement plans

PROFESSIONAL BACKGROUND & ACCOMPLISHMENTS

Benefits and Compensation Manager ♦ 1998 to present

Employer Name, city, state

Oversee benefits and compensation plans for a non-profit organization with 1,800 total employees and a benefits budget of approximately \$12 million. Creatively implemented a benefits plan geared toward the unique needs of primarily developmentally disabled, federally contracted Service Contract Act (SCA) employees while also maintaining a separate full scope benefits plan for support staff. Established base pay plan for support staff to ensure FLSA compliance as well as internal and external equity. Oversee staff development and performance.

BENEFITS MANAGEMENT

- ♦ Transitioned insurance benefits from a partially self-insured system to a fully-insured plan, saving the organization 25% in the first three years of the plan.
- ♦ Implemented a customized, unique prescription benefit plan through a self-funding brokerage program, resulting in a more affordable prescription drug benefit program and minimal annual premium increases. This plan saved \$70,000 in its first year and maintains a very low "per employee" cost.
- ♦ Restructured short-term and long-term disability options and shifted employer funding on the plans to healthcare costs, resulting in overall savings on healthcare premiums for both employer and employees.
- ♦ Created a unique benefits plan for federally contracted SCA employees, who for the most part are persons with developmental disabilities. The plan is funded by the per hour fringe benefit provided under SCA regulations. Continuously oversee and monitor plan to ensure compliance with all federal and state laws, regulations and certifications pertaining to employment in general and specifically employment of persons with disabilities.

- ◆ Implemented a 401(a) retirement program for group of federally contracted SCA employees. The retirement plan is the first of its kind and has grown from a zero balance to over \$5 million since its implementation in 2000.
- ◆ Overhauled organization's long outdated 403(b) plan for support staff employees, restructuring employer and employee contributions to create a more equitable distribution of employer contributions. Changes resulted in a 100% increase in employee participation.
- ◆ Restructured support staff benefits to create a "cafeteria style" selection, providing greater flexibility and increased options – positively affected recruiting/retention.

COMPENSATION MANAGEMENT

- ◆ Conducted a comprehensive Fair Labor Standards Act (FLSA) audit to review and correct discrepancies between exempt and non-exempt employee status.
- ◆ Rewrote and reclassified position descriptions, established benchmarks and a basic pay structure for support staff employees – ensuring internal and external equity, career pathing and assisting in more standardized employee hiring, promotion and evaluation practices.
- ◆ Continuously review and update position descriptions and compensation policies for support staff to ensure compliance for all federal and other regulatory agencies overseeing hiring and labor practices.

HR MANAGEMENT & POLICY IMPLEMENTATION

- ◆ Serve as advisor, consultant and partner on the Human Resources management team with strategic management responsibilities and oversight of all Human Resources matters.
- ◆ Integrate budget planning, review, and administrative policies/practices into balancing monetary and human capital concerns.
- ◆ Conduct investigations ranging from EEO complaints to allegations of harassment and consult with legal advisors when necessary to resolve discrepancies and/or claims.
- ◆ Review, revise, and implement policies and procedures to benefit the organization through fair hiring and personnel management practices in an equitable fashion.

PREVIOUS EMPLOYMENT

Senior Benefits Administrator ♦ employer name, Inc. ♦ 1992 to 1998 ♦ City, State
Personnel Specialist ♦ Employer Name ♦ 1989 to 1992 ♦ City, State

EDUCATION

B.S. Business and Management, University of State University College
Concentration in Human Resource Management, summa cum laude

CERTIFICATIONS & LICENSES

Professional in Human Resources (PHR)
Certified Compensation Professional (CCP)

