

Objective

As a master's degreed and experienced individual, I am seeking a position in as a member of the Human Resources leadership team. My background includes a Professional in Human Resources (PHR) certification, SHRM-CP certification, formal education in Industrial/Organizational Psychology and diverse work experience. I have experience as a Human Resources Director and generalist, compensation analyst, and project manager of companies in the pharmaceutical, construction, financial, and health care industries. My most recent experience has been 14 years in state government as a member of the Texas Department of Transportation (TxDOT), Health and Human Services Commission (HHSC), Department of Aging and Disability Services (DADS), and Railroad Commission Human Resources departments.

Work Experience

Chief Human Capital Officer, Human Resources Director (Director III)

05/2017- Present Railroad Commission of Texas Austin, TX

- In this position I am responsible for ensuring the Human Resources department supports the mission and vision of the Railroad Commission of Texas.
- Responsible for a \$608,000 budget and the management and oversight of seven HR staff who support 870 full time equivalents (FTES).
- Manage all aspects of HR, including but not limited to award programs; employee relations; compensation; benefits administration; leave administration; legislative analysis; reporting; policy writing; performance management; and agency HR training.
- Special projects included: solicitation and procurement of the first agency Employee Assistance Program (EAP); re-design and re-write of the Commission Employee Handbook; Implementation of CAPPS HR/Payroll, Performance Management, and Recruit modules; creation of the Commission career track program; creation of the GROW professional development program; response to the COVID-19 pandemic; creation of an agency exit survey; re-design of the agency performance management and merit process; Survey of Employee Engagement (SEE) administration and follow-up; and creation of a quarterly two-day training for employees who are new to a manager role.

Administrative Support Manager (Manager IV)

09/2016 – 05/2017 Texas Health and Human Services Commission, Austin, TX

- This position was transferred to the Human Resources department at HHSC effective September 1, 2016.
- I continued to perform the essential functions of the Administrative Support Manager position I held at DADS.

Administrative Support Manager (Manager IV)

01/2013 – 09/2016 Texas Department of Aging and Disability Services, Austin, TX

- Supervise 21 Time Administrators located in 12 State Supported Living Centers and one team lead located in Austin.
- Responsible for highly advanced and complex liaison functions with the Health and Human Services Commission (HHSC) regarding human resources, time & labor, State Auditor's Office compliance audits and reports, CAPPS issues and initiatives, and other support services and activities directly impacting DADS.
- Participate in work groups and policy reviews involving HHS Human Resources and HHS Payroll, Time, Labor and Leave.
- Provide guidance to executives, manager and employees regarding HR policies, employee relations issues, benefits, and leave.
- Represent HHS during State Agency Coordinating Council (SACC) Human Resources sub-committee meetings.
- Coordinate necessary changes to the DADS Operational Handbook related to HHS Human Resources Manual policies.
- Analyze proposed and passed legislation regarding Human Resources policies using the HHS Legislative Tracking System (LTS).

Human Resources Specialist IV and VI

01/2010 – 01/2013 Texas Health and Human Services Commission, Austin, TX

- Hired as Human Resources Specialist IV in January 2010, promoted to Human Resources Specialist VI in July 2011.
- Assisted and provided guidance to the Human Resources Director, HR Managers and HHSC Executive leadership on a variety of HR related issues (including hiring, benefits, Family Medical Leave, employee relations, Access HR, and CAPPs).
- Supported the human resource management team by planning, developing, coordinating, and implementing initiatives and strategic projects/policies related to human resource operations.
- Contributed to the Texas Comptroller's Enterprise Resource Planning (ERP) Project One (CAPPs) as a Subject Matter Expert through requirements gathering, fit gap analysis, design sessions, and User Acceptance Testing on behalf of HHS to convert from a customized PeopleSoft 8.3 system to PeopleSoft 9.1.
- Analyzed proposed and passed legislation regarding Human Resources policies using the HHS Legislative Tracking System (LTS).

Human Resources Specialist IV

12/2007 – 01/2010 Texas Department of Transportation, Austin, Texas

- Provided HR related information, answer questions and advise employees, supervisors, managers and divisions on Human Resources policies and procedures.
- Participated on the Department of Motor Vehicles (DMV) Human Resources transition team to support the new agency in all Human Resources capacities.
- Administered and tracked Family Medical Leave and other special leaves such as Sick Leave Pool and Extended Sick Leave.
- Served as Benefits Coordinator for 1,000+ Department of Transportation employees. Educated employees on their benefits, enrolled employees in their benefits in ERS OnLine, processed changes in the ERS OnLine system and answered employees' questions regarding their benefits.
- Assisted employees with filing complaints when benefit issues are not resolved by the carriers.
- Provided in-processing/orientation for all new employees in the Divisions the North Campus Human Resources office supports.
- Created Standard Operating Procedures (SOP's) for various Human Resources functions including Benefits Administration, Tuition Assistance Program and Family Medical Leave.
- Entered and retrieved personnel transactions and/or insurance information using HR Online, USPS, HRMS and ERS OnLine.

Other Work and Internship Experience

12/2004 – 12/2007 PharmaForm, LLC Austin, TX

Human Resources Manager and Project Manager

11/2003 – 12/2004 Human Resources Associates, Inc. Englewood, CO

Human Resources Generalist

7/2003 – 9/2003 The Sports Authority, Englewood, CO

Compensation Analyst

8/1996 - 6/2003 University of Texas at Austin, Austin, TX

College of Pharmacy Continuing Education Department Coordinator

6/2001 - 4/2002 Texas Lions Camp, Comfort, TX

Survey Research Consultant

12/2000 - 12/2001 Alliance Capital Management, San Antonio, Texas

Human Resources Internship

09/2001 - 12/2001 AVANCE, San Antonio, TX

Program Evaluation Consultant

Education

9/2021 Governor's Executive Development Program

4/2019 University of Texas at Austin Executive Education Managerial Leadership Certificate

1/2015 SHRM Certified Professional SHRM-CP, Society for Human Resource Management

12/2006 PHR Certification, HR Certification Institute, Alexandria, VA

- Certification
- Re-certified in 2009, 2012 and 2016

5/2002 St. Mary's University, San Antonio, TX

- Master's Degree
- Industrial/Organizational Psychology

Training in job analysis, performance appraisal, training, selection devices, motivational theory, program evaluation, tests and measurements, statistical analysis (including SPSS), and human resource planning.

5/2000 University of Texas, Austin, TX

- Bachelor's Degree

Major: Psychology Minor: Sociology

Current and Past Affiliations

Partnerships for Children

Executive Women in Texas Government (EWTG)

Texas State Human Resources Association (TSHRA)

State Agency Coordination Council (SACC) (HR group)

Society for Human Resource Management (SHRM)

Austin Chapter of SHRM (AHRMA)

University of Texas Ex Students Association

Psi Chi National Honor Society

American Psychological Association

University of Texas Student Psychological Association