

# Bonita J. Hall

## **Executive Profile**

Tenured and successful Human Resources professional seeking organization that provides opportunity to utilize skills and abilities for successful partnership.

## **Knowledge Skills and Abilities Highlights**

- \* Employee Relations
- \* Training and Development
- \* Open Interpersonal Style
- \* Employment Law
- \* Budget Development and Admin
- \* Sense of Humor
- \* Hiring and Retaining Quality Members
- \* Compensation and Classification Admin
- \* Benefits Administration
- \* Collaborative Leadership
- \* Departmental Operations Management
- \* Champion of Employee Empowerment

## **Core Accomplishments**

Created substantive HR Department  
Successfully converted City's Health Plan, saving Hundreds of Thousands  
Development and Implementation of City Employee Handbooks and Manuals  
Development and Implementation of City-wide Manager, Supervisor and Employee Development Programs  
Increasing Competency levels for HR staff, taking it from "group" to "team"  
Created and Implemented New Employee On-Boarding Program  
Successfully administered Civil Service Systems for several Cities  
Oversaw Acquisition and Implementation of new Payroll System  
Obtained Senior Professional of Human Resources (SPHR) and SHRM-CP certifications  
Successfully directed operation of several municipal divisions

## **Professional Experience**

**Director of Human Resources**  
**City of Celina, Texas**

**12/17 - Present**

Direct the day-to-day operations of the City's Human Resources functions including recruitment, employee relations, retention and development. Got the City compliant with E-Verify; HIPAA and Department of Transportation. Developed the policy manual and created numerous processes and forms; initiated new applicant tracking software and performance evaluation instrument.

**Director of Human Resources**  
**City of Odessa, Texas**

**07/2015 - 11/2017**

**Bonita J. Hall**

Directed day-to-day operations of the City's Human Resources functions including recruitment, classification, employee relations, retention and development. Revised City personnel policies; initiated supervisory training; created development plans for HR staff members; modified and implemented new applicant tracking software. Selected to oversee the City's health clinic program about six months prior to leaving the City.

**Director of Human Resources and Safety  
City of Pearland, Texas**

**07/2009 – 07/2015**

Direct and oversee day-to-day operations of the City's Human Resources and Safety functions including but not limited to the following: recruitment; retention; team relations; benefits administration and workers compensation. Serve as Director of the City's Civil Service Commission. Successfully modified the City's health plan, saving many thousands of dollars. Spearheaded the collaboration for the revision of the City's employee handbook. Developed and implemented City-wide supervisor training. Improved City recruiting efforts by acquiring and implementing on-line application process. Served on the Texas Municipal League (TML) Board of Directors as well as the Texas Municipal Human Resources Association (TMHRA).

**Director of Human Resources  
City of Cleburne, Texas**

**01/2007 – 06/2009**

Directed and oversaw the day-to-day operation of the City's Human Resources and Risk Management functions. Duties and responsibilities included but were not limited to the following: recruitment; training; employee relations; benefits administration; workers compensation and liability. Also served as the City's Civil Service Director. Worked diligently to build successful working relationships with other City departments. Served on the Board for TMHRA.

**Director of Administrative Services  
City of Longview, Texas**

**05/2005 – 12/2006**

Assumed oversight of Information Technology, Municipal Court and Public Safety Communications after the Assistant City Manager accepted another position and separated from the City. In addition to those functional areas, continued to direct and oversee Human Resources and Risk Management.

**Director of Human Resources  
City of Longview, Texas**

**07/2000 – 05/2005**

Directed and oversaw all of the City's human resource and risk management functions including but not limited to recruitment and retention; orientation; employee relations; benefits administration, including the City's self-funded health plan; workers compensation and liability. Developed City-side supervisory training program. Revised the City's policy manual. Oversaw successful compensation and classification study, updating position descriptions and making compensation more competitive. Oversaw the acquisition and incorporation of new City payroll system. Overhauled the City's performance evaluation instrument and process. Worked with Habitat for Humanity, local United Way as City representative and served on the Board for TMHRA.

**Human Resources Administrator  
City of DeSoto, Texas**

**08/1997 – 07/2000**

Reported to the Director of Finance. Oversaw the administration of the City's Human Resources function including but not limited to recruitment and retention; orientation; benefits administration; employee relations; workers compensation and training. Also served as the City's Civil Service Director. Built successful relationships with other City departments. Revised the City's policy manual. Facilitated and oversaw an in-house City-wide compensation and classification study.

**Director of Administrative Services  
City of Crowley**

**06/1995 – 08/1997**

Directed and oversaw the City's municipal court, utility billing, permitting, payroll and human resources functions. Also served as the City Secretary. Created a Human Resources division. Facilitated the payment of matching funds for Sports complex project from the State.

**Academia and Certifications**

**Masters of Public Administration:** University of North Texas, Denton, Texas – Public Administration

**Bachelor of Arts:** Southwest Texas State University, San Marcos, Texas – Political Science and Communication

**Teaching Certification:** Southwest Texas State University, San Marcos, Texas – Education

**Senior Professional Human Resources (SHRM-SCP)** through Society for Human Resources Management (SHRM); **Senior Professional in Human Resources (SPHR)** through HR Certification Institute.