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Experience:

CITY OF LIBERTY

2006-Present

Director of Human Resources & Risk Management

Senior Management

- Leads organizational efforts for strategic planning, long range City goals and mission statement development and follow through.
- Envisions, develops and organizes short range strategic planning.
- Provides direction to Department Directors on all City issues. Consults with the Department Directors to create goals, timetables, reporting procedures and resource allocation.
- Reviews with Department Directors changes in staffing, organization, planning and goals.
- Analyzes City liability issues and recommends proper policies and procedures.
- Analyzes financial and legal impact of programs and polices with the City Administrator and reviews operational impact of programs and policies with Department Directors.

Human Resources Administration

- Advises managers and employees on employment law and policies.
- Develops, administers and manages personnel policies, procedures and programs for the City. Designs and develops employee personnel manual.
- Investigates complaints and provides for conflict resolution.
- Assists with research projects and reorganization activities as needed.
- Represents the City in various settings relative to human resource issues including legal settings.

Budget/Financial Management

- Plans, develops and prepares Human Resources and risk management budgets. Monitors compliance with approved budget. Coordinates the planning and drafting of a balanced budget.
- Oversees departments to ensure personnel lists, requests for new positions and reclassifications are approved and adhere to the pay plan and are within budget.
- Oversees \$38 million assets and risk management funds.

Recruitment/Training & Development/Performance

- Develops strategies to meet the City's projected human resource needs and advises department directors regarding human resource utilization planning and organizational structure.
- Oversees new employee orientation and exit surveys through the supervision of the HR staff.
- Ensures City's compliance with Americans with Disabilities Act, Veteran's Preference and Human Rights.
- Directs the planning, development, evaluation and coordination of City wide training and development programs.
- Establishes performance appraisal/review programs and procedures.
- Works with employees/supervisors to plan job performance improvement and/or modification and career development.

Compensation/Benefits/Risk Management

- Establishes and coordinates benefits administration including entire benefits package offered through the City.
- Directs the work of the benefits consultant.
- Facilitates the employee benefits committee to ensure employee involvement in the process.
- Coordinates and oversees the open enrollment process.
- Oversees the administration of job analysis of all positions in accordance with City's compensation plan.
- Develops and maintains compensation and benefit programs.
- Coordinates and evaluates the preparation, review and revision of job descriptions for all City departments.
- Responsible for all matters of insurance in the areas of: worker's compensation, employee liability insurance and other insurance coverage according to City's risk tolerance.
- Coordinates with Legal Counsel on EEOC claims.

- Supervises the maintenance of City records and the handling of claims.
- Oversees the follow up on claims and work with consultants and/or attorneys on matters as needed.

Policies/Employee Relations/Labor Relations

- Performs labor/employee relations activities.
- Provides consultation and recommendations to management staff to assure favorable working conditions and conformance to policies and procedures.
- Documents and prepares information for grievances and arbitration.
- Facilitates resolution of employee conflicts. Investigates all complaints and consults with a neutral third party when appropriate.
- Oversees the interpretation, application and enforcement of federal and state employment laws as well as City personnel policies, procedures and practices.

CLAY COUNTY

2003-2006

Director of Human Resources

Senior Management

- Leads organizational efforts for strategic planning, long range County goals and mission statement development and follow through.
- Envisions, develops and organizes short range strategic planning.
- Provides direction to Department Directors on all County issues. Consults with the Department Directors to create goals, timetables, reporting procedures and resource allocation.
- Reviews with Department Directors changes in staffing, organization, planning and goals.
- Analyzes County liability issues and recommends proper policies and procedures.
- Analyzes financial and legal impact of programs and polices with the County Administrator and reviews operational impact of programs and policies with Department Directors.

Human Resources Administration

- Advises managers and employees on employment law and policies.
- Develops, administers and manages personnel policies, procedures and programs for the County. Designs and develops employee personnel manual.
- Investigates complaints and provides for conflict resolution.
- Assists with research projects and reorganization activities as needed.
- Represents the County in various settings relative to human resource issues including legal settings.

Budget/Financial Management

- Plans, develops and prepares Human Resources budget. Monitors compliance with approved budget. Coordinates the planning and drafting of a balanced budget.
- Works with departments to ensure personnel lists, requests for new positions and reclassifications are approved and adhere to the pay plan and are within budget.

Recruitment/Training & Development/Performance

- Develops strategies to meet the County's projected human resource needs and advises department directors regarding human resource utilization planning and organizational structure.
- Oversees new employee orientation and exit surveys through the supervision of the HR staff.
- Ensures County's compliance with AA/EEO, Americans with Disabilities Act, Veteran's Preference and Human Rights.
- Directs the planning, development, evaluation and coordination of County wide training and development programs; won 2nd place in the MAC (Missouri Association of Counties) PR Contest for 2005 "Take the Trip on the Training Highway" county wide training calendar.
- Establishes performance appraisal/review programs and procedures.
- Works with employees/supervisors to plan job performance improvement and/or modification and career development.

Compensation/Benefits/Risk Management

- Establishes and coordinates benefits administration including but not limited to health insurance, life insurance, dental insurance, Long and Short Term Disability.
- Directs the work of the benefits consultant.
- Facilitates the employee benefits committee to ensure employee involvement in the process.

- Coordinates and oversees the open enrollment process.
- Oversees the administration of job analysis of all benefit earning positions in accordance with County's compensation plan.
- Develops and maintains compensation and benefit programs.
- Coordinates and evaluates the preparation, review and revision of job descriptions for all County departments.
- Responsible for all matters of insurance in the areas of: worker's compensation, employee liability insurance and other insurance coverage according to County's risk tolerance.
- Coordinates with the County Counselor on EEOC claims.
- Supervises the maintenance of County records and the handling of claims.
- Oversees the follow up on claims and work with consultants and/or attorneys on matters as needed.

Policies/Employee Relations/Labor Relations

- Performs labor/employee relations activities.
- Provides consultation and recommendations to management staff to assure favorable working conditions and conformance to policies and procedures.
- Documents and prepares information for grievances and arbitration.
- Facilitates resolution of employee conflicts. Investigates all complaints and consults with a neutral third party when appropriate.
- Oversees the interpretation, application and enforcement of federal and state employment laws as well as County personnel policies, procedures and practices.

CITY OF ST. LOUIS PARK

2001-2003

Human Resources Coordinator

Recruitment/Training & Development/Performance

- Coordinated all city recruitment and staffing activities including hiring and terminations.
- Assisted in developing strategies to meet projected human resource needs and advised department directors regarding human resource utilization planning and organizational structure.
- Organized the citywide employee training calendar and maintained training records.
- Responsible for the annual performance review process, established review procedures, worked with employees/supervisors to plan job performance improvement and career development and assisted supervisors to identify development needs, monitor progress and provide feedback.

Compensation/Benefits

- Coordinator of the Benefits Committee that made recommendations on all benefits. Led the HR team during the annual open enrollment process to ensure all pertinent information is discussed and distributed.
- Prepared the pay equity reports, job analyses and compensation plans. Conducted surveys, comparisons and evaluations of positions and developed written reports.

Leaves/Worker's Compensation

- Maintained all workers' compensation records and monitored claims by reviewing restrictions and maintaining documents.
- Tracked all leave requests: FMLA, Work Comp and STD/LTD.

Job Analysis

- Prepared and updated job descriptions for all City departments.
- Coordinated joint efforts with the City and Labor Relations to conduct market salary surveys for comparable job values.

Policies/Employee Relations/Labor Relations

- Researched, analyzed, and assisted with the drafting of personnel policies. (Developed the Park and Recreation Department's Employee Right-to-Know Program.)
- Responded to inquiries from managers and employees by investigating complaints and facilitating resolution. Also assists Department Directors in developing Work Plans for low performers.
- Coordinated the City Safety Program, which includes mandated safety training.
- Assisted with labor contracts, negotiations and grievances.
- Ensured City's compliance with AA, EEO, ADA, Veteran's Preference and Human Rights.

WATT/PETERSON, INC. (Company no longer in business)

1999-2001

Manager of Human Resources

- Managed all HR functions for a multi-site premier printer which included but was not limited to recruitment, new hire orientation, employee evaluations, employee training, budget, terminations, conflict resolution, company-wide strategic planning, benefit administration and policy development .

ACHIEVEMENTS: Consolidated all HR procedures, files and benefits during company merger, revised entire Employee Handbook, designed company PTO policy, negotiated and implemented (2) two new health benefit programs and created Manager/Supervisor Handbook. Also organized and ensured proper follow through with a 25% Reduction in Force after the merger.

INTERIM SERVICES

1997-1999

Client Services Manager

- Managed the recruitment and training for book of clients using creative and competitive techniques.
- Elected by peers and supervisors as the Area Mentor and as a member of the Regional Recruiting Task Force.

MAINS'L SERVICES, INC.

1993-1997

Program Manager

- Administered the operations and human resources functions of adult supported living sites which included but was not limited to developing budgets, recruitment, supervision of staff and training.

Education:

COLLEGE of ST. BENEDICT

1989-1993

Bachelor of Arts, Social Work: Accredited Program

Organizations:

- Member of SHRM
- Member of IPMA-HR
- Past President & Board Member, IPMA-HR Greater KC Chapter
- Past Board Chair, MPR and MPR-MO (three years)
- Current Board Member, MPR and MPR-MO