

Amy M. Reeve SPHR, CLRM, MSOD

June 8, 2016

Mayor and Councilmembers
City of Chula Vista
276 Fourth Avenue
Chula Vista, CA 91910

RE: Civil Service Commission Vacancy – Letter of Interest and Qualifications

Dear Mayor and Councilmembers,

The purpose of my letter is to express my interest in applying for the vacancy with the City of Chula Vista Civil Service Commission. With over ten years of experience managing the personnel function for local government agencies in California, I feel that I am uniquely qualified to serve as a Commissioner in my community and look forwards to being of service in Chula Vista.

I apologize that I am unable to interview personally, however the interview date conflicts with the City of Coronado Civil Service meeting and I currently serve the Commission as the Coronado staff liaison. Please allow this letter of interest and qualifications to serve as my formal request for consideration. It gives an overview of my career accomplishments and highlights the strengths and capabilities I have to offer.

As the first Human Resources Manager hired for the Town of Windsor, California, I handled all human resource functions as well as Risk Management and Payroll and implemented many new initiatives, including a paperless HR document tracking system, an online employee evaluation system and an applicant tracking system. During my time with the Town, I implemented an Employee of the Quarter acknowledgement program, started a labor management committee to address employee concerns and evaluate benefit offerings, started a Human Resources newsletter and I re-vamped the open enrollment and online application procedures. Additionally, I managed labor negotiations for four bargaining units and worked alongside the Union when they decided to decertify from AFSCME. I spent many long nights consulting with Council in Closed Session and presented to Council on a variety of topics including classification and compensation study recommendations.

I took a position with the City of Coronado almost three years ago to expand my knowledge in a full service City. I have been able to gain exposure in working with Police and Fire, as well as serving as Staff Liasion to the Civil Service Commission with the City. In my short time with Coronado, I have implemented a new time capture program through Kronos, introduced an online benefits tracking module and implemented a training and development program for supervisory staff. I also served as Lead Negotiator to ratify the contract with Fire and was a member of the bargaining team for the Police and Self-Represented units.

In addition to my experience in local government, I bring a strong educational background in the Human Resources arena - with a Master of Science Degree in Organization Development from the University of San Francisco, a Bachelor of Arts Degree in Industrial/Organizational Psychology from Sacramento State University and a certificate in Human Resources Management from Sonoma State University. Additional certifications include a Senior Professional in Human Resources (SPHR) certification from the Human Resources Certification Institute and the CalPELRA Labor Relations Master (CLRM) designation. I bring the training and leadership skills required to effectively manage a growing workforce and feel this background will be an asset to the Commission.

I welcome the opportunity to discuss my qualifications in further detail. Thank you for your time and consideration.

Sincerely,



Amy McReeve SPHR, CLRM
Enclosure

Amy M. Reeve SPHR, CLRM, MSOD

RESULTS-ORIENTED HUMAN RESOURCES DIRECTOR

Driving strategic HR initiatives to realize high-impact results, contain costs and enhance employee engagement in pursuit of company objectives.

Performance-driven professional with eleven years of combined expertise in Human Resources management, recruitment, compensation and benefit administration, labor relations, occupational health and safety and employment law. Strategist in the development of innovative HR initiatives and adept at modernizing processes and capitalizing on employee readiness. A creative thinker, problem solver and the decision maker who balances the needs of employees, Council, Commission and the management team with the mission of the organization. Strong communication, negotiation, interpersonal communication and organizational skill set.

CORE SKILLS & SPECIALTIES

Employee Relations	Employee Training & Development	Recruitment & Retention
Process Improvement	Labor Relations	Program Development
Compensation & Benefits	HR Compliance	Performance Management
Talent Acquisition	Organizational Development	Project Management

PROFESSIONAL EXPERIENCE

Human Resources Manager
City of Coronado

July 2013 - Present
Coronado, CA

Human Resources Manager for a full service city with 235 full-time and 400 part-time, temporary and seasonal employees. Oversight of staff responsible for recruitment, benefits administration, worker's compensation and business licensing. Serve as lead negotiator with Police, Fire and several employee labor groups. Conduct closed sessions with Council to advise on labor relations and potential litigation. Advise departments on discipline, performance management and handle all internal investigations, including Skelly hearings. Responsible for training and development and the safety program. Act as Staff Liaison to the Civil Service Commission and participate in closed sessions. Manage disciplinary appeals as needed. Provide updates to the Civil Service Rules, Administrative Procedures and company policies. Advise the Department Directors and City Manager on labor laws and ensure the city is legally compliant. Managed several large-scale change initiatives including the introduction of a new payroll system (Kronos), a major upgrade to the FinancePlus HRIS system, implemented a new online employee benefits module and facilitated the hiring of a new insurance broker resulting in \$75K in premium savings and enhanced benefits for employees.

Human Resources Manager
Town of Windsor

January 2006 – June 2013
Windsor, CA

Established this rapidly growing community's first ever Human Resources Department covering 100 full-time and up to 75 part-time, temporary and seasonal employees. Restructured policies and procedures and brought company up to acceptable HR standards and legal compliance, examples include FMLA, HIPAA, and ARRA policies and procedures. Currently handle all internal investigations as a partner with the management team and legal counsel. Perform employee relations, implemented new performance improvement program and handle all disciplinary actions and appeals. Manage HR staff responsible for payroll, recruitment, training and development, leave administration, benefits and risk management. Developed new employee appraisal and recognition systems and create an Employee Advisory Committee in an effort to increase morale and interdepartmental communication. Managed large-scale initiatives such as a classification and compensation study, salary survey and labor negotiations. Created quarterly luncheon program, HR Quarterly Newsletter and Annual Open Enrollment and Benefits Fair to increase

employee engagement. Conduct in-house training and employee development programs and arrange training sessions with subject matter experts as needed. Provide succession planning analysis and recommendations to executive managers, Town Manager and Town Council and work with facilitators for biennial strategic planning and budget retreats. Provide workplace compliance expertise to minimize legal liability and ensure state and federal workplace standards are followed.

Interim Human Resources Manager / Human Resources Generalist July 2003 – January 2006
Brayton & Purcell Law Firm Novato, CA

Provided guidance and counseling to managers and employees in dealing with employee relations, performance appraisals, training and disciplinary actions. Provided compliance expertise to minimize litigation exposure and enforce state and federal workforce regulations. Responsible for fast-paced recruitment, selection and orientation of Exempt and Non-Exempt employees. Minimized temporary staffing usage, providing a \$50K reduction in recruiting fees while simultaneously lowering turnover by 4% in the 2004 calendar year. Implementation and management of employee benefit plans for a large, multi-state law firm; including the administration of medical, dental, vision, 401(K), profit sharing, AD&D, life insurance, flexible spending accounts, educational reimbursement, long term disability and employee assistance programs. Job analysis and compensation management for over 300 employees in California, Oregon and Utah. Implementation of compliance training for managers regarding discriminatory hiring practices, harassment and HIPAA.

Recruiting Coordinator August 2002 – July 2003
Volt Services Group Santa Rosa, CA

Sourced, screened and placed high-level candidates, with a focus on direct placement business. Successfully filled 98% of open orders, increasing branch revenues and profitability. Administered employee retention plans and added-value services for corporate accounts, such as GreenPoint Mortgage and Agilent Technologies. Managed an employee recognition program to increase satisfaction and decrease turnover. Handled employee benefits, 401(K) and flexible spending account administration for over 350 temporary employees.

Personnel Supervisor/Recruiter January 2002 – August 2002
Express Personnel Services Santa Rosa, CA

Conducted fast-paced hiring and recruiting including: Internet and newspaper recruitment, headhunting and job fair participation. Organizes sales blitz to increase name recognition and profitability in the Sonoma County market. Experienced with inside/outside sales and customer relations. Experienced in conceptualizing, developing and implementing marketing strategies and coordinated the full spectrum of recruitment, testing and hiring contingent staff for clientele.

Regional Marketing Manager December 2000 – January 2002
World Events, Inc. Sacramento, CA

Recruited for new business throughout the country in the field of amateur sports. Ability to work with elite clientele such as NBA sports teams and political candidates. Performed all new hire training and orientation for large events, managed temporary pool of employees (ranging by event from five to one hundred staff) at event sites. Created marketing brochures, press releases, marketing materials and company biographies. Responsibilities included: recruiting sponsorships, grant writing, scheduling vendors, database maintenance, customer service, relationship management, publicizing through multiple media outlets and office management.

Director of Employee Benefits November 1999 – December 2000
Daniel, Russell & Charles, Co. Sacramento, CA

Developed employee benefit analyses for local businesses in the Sacramento area. Consulted with clients and offered competitive rate options for open enrollment periods. Implemented benefit fairs with company correspondents to lower costs and meet coverage objectives. Assisted with census data collection for annual renewals. Developed estate planning and voluntary life insurance proposals for clientele. Worked with industry specific insurance software.

EDUCATION/CERTIFICATIONS

University of San Francisco	Master of Science <i>Organization Development</i>
Sacramento State University	Bachelor of Arts <i>Psychology (Industrial/Organizational emphasis)</i>
Sonoma State University	Human Resources Management Certificate
Human Resource Certification Institute	Senior Professional in Human Resources (SPHR)
CalPELRA	CalPELRA Labor Relations Master (CLRM)

PROFESSIONAL AFFILIATIONS

Society of Human Resource Management	<i>Member</i>
Professional Association of Sonoma County (PASCO)	<i>Member</i>
City County Personnel Association of San Diego (CCPA)	<i>Member</i>
IPMA San Diego	<i>Member</i>
National Chapter of the Human Resources Association (NCHRA)	<i>Member</i>
Leadership Santa Rosa (through the Santa Rosa Chamber of Commerce)	<i>Class of XXVII</i>