CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATION

CC: 34R
Amend No. _____

Date Prepared: June 3, 2008 **Council Meeting Date: June 17, 2008**

TO: Mayor and Council

FROM: Terry Ellis, City Manager TE
Carl Swenson, Deputy City Manager

SUBJECT: Council Confirmation of Human Resources Director Appointment

RECOMMENDATION:
That the Mayor and Council confirm the City Manager's appointment of Wynette Reed as Human Resources Director, effective July 14, 2008.

BACKGROUND:
Following the recent retirement of Greg Eckman, the City conducted a nation-wide recruitment to fill the vacant position. The candidates were screened down to a group of six semi-finalists. The City conducted an extensive multi-day assessment center composed of interviews and evaluations to select the most qualified (and best fit) for Peoria. Following extensive background and reference checks, it has been determined that the top candidate for the position is Ms. Wynette Reed.

Wynette has more than 20 years of experience working as a human resources generalist in the public sector. She attended Colorado State University where she received a Bachelor of Science Degree in Biological Sciences.

She began her career in the City of Loveland, Colorado as a Human Resources Specialist where she acquired experience in recruitment, benefits, compensation, investigations and Americans with Disabilities Act. Wynette then served as Assistant Human Resources Director with the City of Fort Collins, Colorado, a city of 170,000 residents and more than 1,500 employees. While at Fort Collins, Wynette worked as part of a leadership team to implement an integrated pay for performance system.

In her most recent position she served as Human Resource Director with Larimer County where she provided support to the County Manager, managed a staff of 18, and provided HR support to 1,500 employees. During the last 3½ years in Larimer County Wynette has facilitated improvements to a variety of systems and programs that have responded to the needs of the organization and its workforce.

CITY CLERK USE ONLY:
Γ **Consent Agenda** **ORD. #**_____ **RES. #**
Γ **Carry Over to Date:**_____ **LCON#**_____ **LIC. #**
Γ **Approved** **Action Date:**
Γ **Unfinished Business (Date heard previous:**_____**)**
Γ **New Business**

Throughout her career as a human resources professional, Wynette has developed the experience, the leadership skill and the external network of professional associates that will make her an excellent addition to our organization.

It is recommended that the Mayor and Council confirm the appointment of Wynette Reed as Human Resources Director.

Her starting annual salary will be $131,000. She will be an excellent leader for our Human Resources Department and an asset for the city of Peoria.

A copy of Wynette's professional resume is attached.

ATTACHMENT:

1) Resume – Wynette Reed

Wynette L. Reed

[redacted]

EXECUTIVE SUMMARY

Human Resources Executive with over 22 years of comprehensive human resources experience in governmental organizations. Proven experience collaborating with senior management to conduct Human Resources strategic planning in order to support and further organizational goals. Demonstrated experience initiating cost containment strategies resulting in significant savings. A demonstrated commitment to public service and a strong customer service focus. Team-based management style, excellent interpersonal/communication skills, as well as proven skills in critical thinking and problem solving.

Expertise in:

* Compensation/Benefits Design
* Employee Relations/Employment Law
* Recruitment and Selection Practices
* Training & Development
* Policy Design & Administration
* Human Resources Strategic Planning

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES DIRECTOR - Larimer County, Fort Collins, CO
September 2004 - Present

Serve as a strategic leader, to bring new ideas, innovations, and best practices to Larimer County. Providing services to 1500 exempt and non-exempt employees in one of Colorado's largest counties. Transformed HR from administrative role to strategic business partner, including working with senior management to drive key initiatives. Conducted extensive analysis of existing HR organization and developed strategic plan to update policies, procedures, services, programs and operations. Direct human resources functions, including recruiting, hiring practices, benefits and compensation, training and organizational development, employee relations and payroll. Reorganized HR department in order to clarify authority and responsibilities resulting in better service to our customers. Transforming organizational perception from a bureaucratic HR function to a value added service.

Distinctions:

- Rewrote Human Resources policies and handbook, including revising outdated policies to ensure compliance, yet provide flexibility to support operational needs.
- Served as Chair of Technical Advisory Board in order to promote and progress technology by assuring that Information Technology project resources are allocated and managed in a way that serves County wide interests and aligns to County strategic goals
- Appointment to State Salary Commission. This appointment required me to work with Elected Officials across the State of Colorado in order to make salary recommendations to the State Legislature for elected officials state-wide.
- Moved the County from a fully-insured medical plan to a self-funded medical plan achieving a savings of 2 million dollars.
- Conceived, developed and designed comprehensive wellness program to include innovative funding strategies for program, resulting in improved employee morale.
- Implementation of benefits self-service and expanded retirement program resulting in greater employee satisfaction,

- Audit of recruitment practices resulting in a savings to the County of $60,000/year.
- Current projects include development of talent management plan, implementation of an on-site clinic and pharmacy for employees, and a complete redesign of the compensation/classification system.

ASSISTANT HUMAN RESOURCES DIRECTOR - City of Fort Collins, Fort Collins, CO
January 2001 to September 2004
Review, analyze and administer programs, policies, and HR operations for 1500 exempt and non-exempt city employees. Developed hiring procedures and conducted interview training programs to ensure compliance with state and federal regulations. Collaborated with IT to develop on-line employment application and applicant tracking system. Responsible for analyzing and forecasting departmental progress regarding stated objectives and future needs. Partner with managers and supervisors ensuring consistency and compliance in a variety of human resource management issues including employee relations issues, performance issues, discipline, and classification/organizational development.
Distinctions:

- Responsible for employee communications such as: manual on hiring policies and practices; supervisory policy manual on drug/alcohol testing, and editor of Human Resources bulletin for supervisors.
- Developed and implemented customer service initiative for division.
- Developed and implemented series of innovate HR programs, services and leadership initiatives, including comprehensive supervisory training, project lead for pay-for-performance initiative and wellness program

INTERIM SR. HUMAN RESOURCES SPECIALIST - City of Loveland, Loveland, CO
October 2000 – January 2001
May 2000 – August 2000
Special projects position including policy development and harassment investigations; counseling and discipline and other employee relations duties. Responsible for compensation/classification, and benefits administration.
Distinctions:

- Co-facilitator for performance management, performance standards and sexual harassment classes.
- Supervision and coordination of efforts for four employees.

HUMAN RESOURCES SPECIALIST - City of Loveland, Loveland, CO
September 2000
December 1993 – April 2000
Responsible for all aspects of the recruitment and selection process. Compensation and classification development and administration of the City's pay-for-performance pay plan. Benefits development and administrator for organization of 600 employees. Counseling and discipline and other employee relations duties. Administration of wellness program, and management of ADA and transitional duty issues.
Distinctions:

- Research projects such as recruitment and retention practices and policy writing such as drug and alcohol policy.
- Assist with sexual harassment investigations.
- Research, purchase and implement applicant-tracking system.
- Successfully led employee committee in the design and development of a comprehensive wellness program.
- Revamp new employee orientation and exit interview process.

TRAINING COORDINATOR - City of Loveland, Loveland, CO
November 1991 - December 1993

PERSONNEL/PAYROLL TECHNICIAN - City of Loveland, Loveland, CO
August 1989 – October 1991

ADMINISTRATIVE SUPPORT - City of Loveland, Loveland, CO
December 1986 - July 1989

EDUCATION

Colorado State University — Fort Collins, CO
Bachelor of Science in Biological Sciences