

James Morrissey

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PROFILE

Fourteen years high level Human Resources experience. Educational background includes Master of Arts in Industrial & Labor Relations; experience includes six years as Director and more than four years as Manager. Strengths include strong analytic, research and writing skills; highly technically oriented; known as a confidential and collaborative team player, strong decision maker and communicator.

LEADERSHIP EXPERIENCE

Human Resources Director 10/2001 – present

- Successfully negotiated benefits plan design changes, and employee premium contribution rates, saving town approximately \$1MM in benefits cost
- Negotiate and support collective bargaining agreements (SEIU, MTA) for highly organized, 700- Employee school district with \$30MM budget, 80% of which is salaries
- Directly responsible for developing, implementing, and leading the full range of HR functions
- Recruitment efforts resulted in 100% highly qualified status for core teachers, 99.3% teachers licensed field over all
- Implemented site based contingent staffing; resulting in 30% decrease in salary expenses
- Experienced and skilled investigator, interviewer. 100% rate of investigations and recommended course of action standing through grievance process
- Developed and administer standard operating procedures, such as position control process ensuring legal compliance and effective administration
- Analyze cost structure and future liabilities of collectively bargained salary and benefits
- Provide analytic problem solving to district leadership on complex employee relations issues
- Key involvement in recruitment and selection of all district leadership positions; provide leadership and partner with other district leaders in community building and support
- Provide support and strategic vision to Superintendent and Principals at district and school level build Central Office, Building Principal and District leadership
- Built data management processes including HRIS, payroll, and state department of education required data systems
- Responsible for district grievance procedures & handling complaints
- 75% reduction in grievances since date of hire
- Developed Civil Rights Training resulting in reduction in harassment and discrimination complaints

Human Resource Manager 1/1999 – 10/2001

- Strategic partner to executive committee; created and defined role of Human Resources
- Developed employee relations for largely foreign national employees; developed strategies for nationally based employees including employment compliance and employee retention
- Analyzed payroll processes, recommended and implemented a conversion in payroll vendors; recommended and implemented compensation plan
- Analyzed health insurance, recommended plan design change saving 15% in premium costs
- Developed employee handbook, built database for employee record retention; built reports for insurance and immigration status
- Developed and implemented policy and procedure manual; emergency evacuation plan
- Report directly to President/CEO

Human Resource Manager 1/1997 – 1/1999

- Created and defined role of Human Resources in this growing, light manufacturing company; employee census grew from 75 to 125 during tenure
- Report directly to Vice President/Chief Operating Officer
- Developed and implemented sales compensation plan
- Added partially self-funded PPO to replace conventional POS while keeping premium rates about even; analyzed program of benefits and provider comparisons
- Reduced turnover by more than 30%, Unemployment insurance by \$52,000/year
- Worked closely with executives during confidential due diligence for sale of company; provided support with issues around merger and acquisition into new company
- Recruitment exempt/non-exempt, employee relations; heavy recruitment of highly skilled craftspeople and office staff/management
- Benefits negotiation, administration; self funded PPO, workers compensation, 401(k), FMLA
- Developed safety plan/hearing conservation program

EDUCATION

Master of Arts, Industrial and Labor Relations; 1994
4.0 GPA

Bachelor of Arts, Psychology in the Workplace; 1993
Cum Laude

OTHER EXPERIENCE

Human Resource Coordinator 12/1995 – 1/1997

- Developed Human Resource Procedures for ISO 9002 Program – essentially HR SOP
- Coordinated employee benefits; self-funded PPO, workers compensation, FMLA
- Developed HRIS report library, Labor Law Posting program, safety plan

Human Resources Assistant 8/1994 – 12/1995

- Administration of benefits, PTO program, developed recruiting sourcing database
- Reduced cost and increased efficiency of recruitment program
- Developed and administered new employee orientation; sexual harassment training