

Maria Monteagudo
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Milwaukee WI 53210
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CAREER INTERESTS/GOALS

Work as a Human Resources Professional in a senior or executive level capacity where my knowledge, skills and abilities can contribute to the overall success of the organization and the establishment of positive and constructive labor management relations.

PROFESSIONAL EXPERIENCE

Personnel Officer, Milwaukee Health Department, City of Milwaukee

November 1999 to Present

Personnel Officer, Department of City Development/ Milwaukee Housing Authority

October 1994 to July 1999

Manage all personnel and employee relations functions and activities within municipal agency with over 300 employees, including but not limited to: recruitment and selection, training and development, labor management relations and contract administration, job analysis and documentation, payroll and leave administration policies, safety and occupational health, performance evaluations, grievance administration and disciplinary actions.

Ensure that all personnel related functions and decisions are in compliance with federal and state employment laws, civil service rules and provisions of applicable collective bargaining agreements.

Provide guidance and direction to Program Managers and Supervisors in relation to the creation and implementation of personnel policies and procedures, interpretation of rules, ordinances and labor contract provisions.

Manage all aspects of employment investigations stemming from allegations of discrimination or harassment. Identify and implement staffing, policy, and operational changes to address probable cause findings as appropriate.

Represent the Department as appropriate before City Service Commission, Finance and Personnel Committee, EEOC, and the Department of Workforce Development.

Serve as the Department's Diversity, EEO and ADA Officer. Prepare and implement EEO/AA Plan including specific strategies to effectively recruit and select qualified candidates for jobs where the utilization of women and minorities is evident.

Significant Accomplishments

- Developed and implemented Performance Appraisal System for managerial employees using a competency based model.
- Developed and Implemented 360 Degree Feedback System for employee development.
- Developed and implemented the use of "Alternative Work Schedules" for selected employee groups.
- Served as Total Quality Advisor and Steering Team Member.
- Coordinated and facilitated the creation and implementation of a Management Development Institute for supervisory training and development.
- Developed and implemented job related interviewing and selection criteria requirements for all vacant positions.
- Streamlined recruitment and examination process for Public Health Nurse positions to increase the pool of candidates eligible to be hired.

Compensation Analyst, Department of Employee Relations, City of Milwaukee.
February 1988 to October 1994.

Conducted classification and job evaluation studies and prepared corresponding reports for represented, managerial and non-represented City of Milwaukee positions.

Participated in contract negotiating sessions with District Council 48 locals and provided advice and guidance regarding classification and salary issues.

Prepared and responded to salary market studies and surveys and recommended classification or salary allocation adjustments to Compensation Services Manager.

Assisted in the administration of Management Pay Plan, including the coordination and administration of merit increment budgets, statistics and reports.

Significant Accomplishments

- Coordinated the City of Milwaukee Clerical Pool Program
- Served as Complaint Intake Advisor and active member of EEO Committee.
- Assisted in the administration and processing of over 300 appeals resulting from the implementation of new Management Classification and Pay Plan.

SKILLS AND ABILITIES

Computer proficiency in Microsoft Office Applications and People Soft.
Fully Bilingual: Spanish/English
Excellent mediation and consensus building skills.

EDUCATION/TRAINING

M.B.A. University of Puerto Rico, Recinto Universitario de Mayaguez
B.B. A. University of Puerto Rico, Recinto Universitario de Mayaguez

REFERENCES

Jeffrey Hansen
Former Director of Employee Relations for the City of Milwaukee
Milwaukee Civil Service Commissioner

Michael L. Morgan
Former Commissioner Department of City Development

Melanie Swank
Assistant City Attorney, Office of the City Attorney