

Candace M. Richards
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EXECUTIVE LEVEL HUMAN RESOURCES MANAGEMENT

Human Resources professional with over 25 years of experience in managing Human Resources functions for Milwaukee County and the State of Wisconsin at both the departmental and centralized locations. Extensive background in multi-union and diverse environments. Skilled at managing group relations, investigating and resolving harassment and discrimination claims and promoting practical solutions to seemingly complex issues.

Areas of expertise:

Employee Relations/Conflict Resolution/HR Planning & Development/HR Policy & Procedures Administration/Strategic Planning/Talent Acquisition

PROFESSIONAL EXPERIENCE

Human Resources Manager, Milwaukee Metropolitan Sewerage District, Milwaukee, Wisconsin. (January 2012 – Present). Manages the Human Resources and Personnel function for District employees including, talent acquisition, employee relations, succession planning, benefits administration and the HRIS.

Interim Director, Division of Human Resources, Department of Administrative Services, Milwaukee County. (July 2010 - January 2012). Responsible for directing the Division of Human Resources for compliance and administration of Civil Service Rules, County Ordinances and other federal/state employment policies. Administers the County's CRS (Ceridian Recruitment System), employment and staffing, employee relations, compensation, FMLA and FLSA. Serves as the Secretary to the Civil Service Commission; represents Human Resources on the County's ADA workgroup. Works in collaboration with Labor Relations, Employee Benefits and the Employees Retirement System on all initiatives affecting Milwaukee County employees.

Human Resources Manager, Milwaukee County, (November 1990 – July 2010)
Department of Health & Human Services, Milwaukee, Wisconsin. Administration and management of the human resources and personnel operation for the Department of Human Services with an employee base of 850, encompassing multiple work locations throughout Milwaukee County. Responsibilities included administration and interpretation of labor agreements, management consulting, staffing, recruitment, employee development, compensation, benefits, payroll administration, affirmative action and equal employment opportunity compliance and management of employee/employer relations.

Assistant Human Resources Manager, Milwaukee County Department of Human Services, Milwaukee, Wisconsin. (April 1989 – November 1990). Assistant to the Human Resources Manager in all facets of the human resources operation for the department. Responsibilities included direct supervision of clerical support and payroll staff; plan, direct, and implement training and development programs for supervisors and managers; management consultation, labor agreement interpretation, coordination and preparation all human resources statistical data and reports.

Personnel Manager, State of Wisconsin, Department of Natural Resources, Milwaukee, Wisconsin.
(April 1986 - April 1989) Human Resources Generalist for the Southeast District Headquarters consisting of 300 employees encompassing seven counties.

Responsibilities included affirmative action and equal employment opportunity compliance, staffing, recruitment/retention initiatives, labor contract interpretation, employee benefits, payroll, and classification administration.

Equal Opportunity Specialist, State of Wisconsin, Department of Natural Resources
(December 1984 – April 1986); assistant to the department's Affirmative Action Officer.
Coordination and supervision of summer interns, assist in the preparation of the DNR's annual statewide affirmative action plan; preparation and analysis of EEO statistical reports.

EDUCATION

Master of Science Degree, Management
Cardinal Stritch University, Milwaukee Wisconsin

Bachelor of Science Degree, Retailing/Business
University of Wisconsin-Madison