

RESUME

DAVID A. KWIATKOWSKI

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EDUCATION: **Bachelor of Business Administration (BBA)**, University of Wisconsin-Milwaukee, major in Industrial Relations.

Master of Science (MS), University of Wisconsin-Milwaukee, major in Administrative Leadership and Supervision.

CAREER HISTORY: **Milwaukee Public Schools, Department of Human Resources**

June 1991 to present: Manager, Classified Staffing
Manage the human resource/employee relations functions associated with approximately 6,000 non-teaching personnel in nine different bargaining units. Supervise a staff of two professionals and four Human Resource Assistants whose responsibilities include employee discipline, grievance processing, labor contract administration, support of the collective bargaining process, recruitment, selection, criminal background checks, federal and state regulation compliance e.g. FMLA, ADA, EEO, etc.

October 1986 to June 1991: Manager, Labor Relations
Supervised a staff of two labor attorneys and three clerical employees. Managed the school district's labor relations activities covering approximately 12,000 employees in 12 bargaining units. These labor relations activities included such matters as collective bargaining, grievance processing, grievance and interest arbitration, memorandums of understanding, unit clarifications, declaratory rulings, and prohibited labor practice cases.

September 1979 to October 1986: Labor Relations Specialist
Chief spokesperson and/or bargaining team member during labor contract negotiations. Performed labor market research, labor cost analysis, wage and benefit comparisons. Developed bargaining proposals, processed grievances, and presented arbitration cases.

City of Milwaukee

1976 to 1979: Assistant Public Works Personnel Officer
Monitored and enforced compliance with OSHA and City of Milwaukee safety rules and regulations. Planned and established training programs within the Department of Public Works.

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Planned and coordinated seasonal hiring. Provided support for the City Labor Negotiator as a member of the City's bargaining team during contract negotiations. Monitored and enforced EEO, Fair Labor Standards, and Davis-Bacon compliance with private construction contractors performing work for the City.

1973 to 1976: Personnel Analyst

Supervised the City's unemployment compensation account including initiating benefit challenges and representing the City at UC hearings. Managed the City's Employee Assistance Program. Provided support/assistance for the City Labor Negotiator. Fill city positions through civil service procedures.

CONSULTING: Self employed. Perform consulting and special project services e.g. Human Resources audit, policy development, labor contract analysis, etc. in the public and private sectors.

ACTIVITIES: Vice Chairman of the Board of Directors, Milwaukee Metropolitan Credit Union; Senior Arbitrator on the National Panel of Consumer Arbitrators; guest lecturer at Marquette University and the University of Wisconsin-Milwaukee on various labor relations topics; Instructor at Keller Graduate School (MBA Program), Life Member, Veterans of Foreign Wars.

MILITARY: Active Duty 1968 to 1970: United States Army, Military Policeman. Served in Vietnam with the 199th Light Infantry Brigade. Honorable discharge on April 24, 1974.