

# HARPERDONAHUE, IV

human resources executive

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## CORE COMPETENCIES

Recruitment & Selection • Diversity • Compensation & Benefits • Labor Relations • Title VI Compliance •  
Executive Coaching & Counseling • Equity & Inclusion • Employee Engagement • Conflict Resolution •  
Leadership Development • Collective Bargaining • Performance Management • Employment Law

## EDUCATION

**University of Wisconsin-Madison**  
Master of Business Administration  
General Management  
May 2012

**University of Wisconsin-Madison**  
Bachelor of Arts  
History and Women's Studies  
August 2003

**Prosci**  
Certificate  
Change Practitioner  
Dec 2020

**University of Wisconsin-Milwaukee**  
Certificate  
Labor Relations Management  
May 2016

## TRAINING

### HUMAN RESOURCES

Employment Law  
FMLA  
Diversity Recruitment  
Harassment/Discrimination  
Interest-Based Problem Solving  
Employee Misconduct Investigations  
Workplace Violence  
EAP Services

### MANAGEMENT

Managerial Communication  
Risk Management  
Operations Management  
Civil Rights Compliance  
Data Analysis & Decision Making  
Financial Management  
Coaching and Counseling  
Organizational Behavior  
Negotiations  
Performance Management

## CAREER ACHIEVEMENTS

**DIRECTOR, Human Resources**  
City of Madison, WI  
2017-Present

- Provide executive-level counsel to the Mayor, City Managers, Common Council on all HR Department areas of responsibility (Employment & Recruitment, Labor Relations, and Organizational Development).
- Consult and work with Mayor, City Managers, and labor representatives on organizational development, effectiveness and change management to achieve city-wide and agency-specific human resource goals.
- Direct and align the diverse programs, activities, and staff of the HR Department, both directly and through subordinate managers, to promote effective, compliant, and equitable HR processes.
- Create, interpret, and maintain city-wide policies to achieve and sustain a highly productive, motivated, and diverse workforce.

### LABOR RELATIONS SPECIALIST, Human Resources

City of Madison, WI  
2014-2017

- Provided direction, consultation, and training for managers and supervisors on due process and appropriate disciplinary action, contract interpretation, problem resolution, performance issues, prohibited practices, and the administration of sick leave and other leave policies in accordance with Federal, State, and City requirements.
- Acted as chief negotiator for the City. Cost union and city proposals. Draft contractual language.
- Represented the City in discussions with the non-represented employees on matters related to wages, hours, and conditions of employment.
- Represented the City in actions before the Wisconsin Employment Relations Commission.
- Conducted grievance meetings (investigated grievance issues, proposed and reviewed MOUs, represented City in grievance arbitrations, and performed necessary activities to resolve grievances in the City's best interest).
- Administered layoff and recall processes.
- Administered the City's drug-testing program.
- Facilitated Internal Trainings: Performance Management, Labor Relations, Employee Misconduct, Contract/Handbook Administration.

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## **BOARDS/COMMITTEES & PROFESSIONAL ORGS**

State of WI Group Insurance Board  
Board Member 2019 - Present

International Public Management  
Association - HR  
Member 2018 - Present

National Association of African  
Americans in Human Resources  
Member 2017 - Present

Committee on Employee Relations  
Ex-officio Member 2017 - Present

City Deferred Comp Committee  
Committee Chair 2017 - Present

Society for Human Resource  
Management  
Member 2009 - Present

## **HR GENERALIST/HR ANALYST III, Human Resources**

City of Madison, WI  
2010-2014

- Coordinated and implemented diverse recruitment and selection processes.
- Developed examination materials.
- Conducted complex classification and compensation studies and surveys. Assisted in the development of new position descriptions and class specifications.
- Interpreted: City ordinances, Administrative Procedure Memoranda, relevant State and Federal Statutes, and professional standards.
- Planned, coordinated, and implemented agency-wide employee engagement initiatives.
- Evaluated sensitive employment issues (e.g., relative to criminal background, drug and medical reports, etc.) and recommended actions.
- Facilitated Internal Trainings: Interviewing Skills, City's Hiring Process.
- Participate in the development and administration of labor agreements.
- Provided consultation on contract interpretation and labor relations issues.
- Provided consultation and expertise on data-informed problem solving and decision-making methodologies.

## **CIVIL RIGHTS RECRUITMENT SPECIALIST, Department of Civil Rights**

City of Madison, WI  
2005-2010

- Monitored and reviewed employment patterns and histories to ensure EEO/AA compliance. Prepared statistical reports to encourage and support EEO/AA practices and initiatives.
- Reviewed testing, selection, and placement policies to diminish disparate impacts on AA target groups.
- Developed/recommended systems and procedures to assist target group members with obtaining City employment.
- Identified and developed close working relationships with recruitment sources within educational institutions, professional associations, vocational institutions, governmental and apprenticeship programs.
- Conducted investigations of harassment/discrimination.
- Worked to develop visible career ladders between entry-level and management positions.
- Developed, facilitated, and monitored the progress of City-wide training programs related to Local, State, and Federal regulations regarding: Harassment and Discrimination, DCR Programs, Workforce Diversity, the City's Hiring Process, and City Affirmative Action initiatives.

## **OUTREACH SPECIALIST/COMMUNITY LIAISON, PEOPLE Program**

University of Wisconsin - Madison  
2001-2005

- Supervised professional staff, academic leads, tutors, residential counselors, and program participants.
  - Served as a link between students, parents, and administrators within Madison and Milwaukee Public School districts.
  - Collected, monitored, and maintained pertinent statistical data regarding the achievement of program participants.
  - Developed and implemented training techniques for program employees.
  - Facilitated student discussions on racial/gender diversity in cohort workshops.
  - Referred program college participants to campus and community resources as needed.
  - Created customized educational support plans and networks to meet individual student needs.
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