

EVELYN R. EATON BARFIELD, PHR, SHRM-CP

EXECUTIVE SUMMARY

I am a Senior Human Resources Manager with extensive and comprehensive work experience comprised of diverse industries including Professional Employer Organizations (PEO) and Administrative Services Organizations (ASO), unionized food and beverage processing plants, hotel and resort properties, federal government contracted businesses, private member clubs, and corporate retail in Hawai'i and California. My work history consists of high-visibility management positions requiring analytical, problem solving, organizational development, and leadership skills.

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES BUSINESS PARTNER [REDACTED]; [REDACTED] – Present
Meadow Gold Dairies Hawai'i, Honolulu, HI

Large-scale dairy and food processing plant in Hawai'i for a publicly held food and beverage company with 19,000 employees nationwide. Strategic business partner for a profit center employing approximately 320 employees within 4 branches statewide. Responsible for driving and implementing HR initiatives to increase organizational effectiveness, build capability, and talent of workforce. Participates in labor relations and negotiations with multiple collective bargaining agreements with ILWU 42 and Hawai'i Teamsters Local 996.

- Conducts Code of Ethics violation and harassment claim investigations
- Provides support and coaching for managers and supervisors in areas recruitment and talent management
- Facilitates and drives talent management efforts, on-boarding, and leadership development
- Leads Union 401k benefit and non-union open enrollment presentations

HUMAN RESOURCES MANAGER & ACCOUNT MANAGER (CLIENT SERVICE PARTNER) [REDACTED]
Hawai'i Human Resources, Honolulu, HI

Medium-sized HR solutions PEO and ASO company for approximately 600 clients with over 20,000 employees. Trusted partner delivering complete HR, payroll, benefits, and risk management services. Work proactively to deliver HR solutions for over 155 assigned PEO and ASO clients with approximately 3,800 employees by counseling business owners and managers on employee relations issues. Responsibilities include delivering analytics, completing audits, special projects, setting timetables, and setting schedules. Identify solutions for clients located in Hawai'i, California, Washington, Nevada, and Idaho by creating customized employee handbooks and company policies, creating wage schedules, and directing background screenings (DOT, new hire, random, and reasonable suspicion). Manages client activities and on-site visits to create, develop, and maintain strong business relationships, retain clients, ensure quality service, and build revenue.

- Develops and delivers training on harassment prevention, leaves of absences, and other HR-related topics
- Supports clients with payroll and benefits administration including coordination and facilitation of open enrollment meetings
- Manages the annual client renewal process for book of business
- Assists clients with performance management systems, including the development of programs/forms, consistency in the review standards and coaching to identify competencies, skills gaps, and employee development

MANAGER, HUMAN RESOURCES [REDACTED]

Management & Training Corporation/ Hawai'i Job Corps, Waimanalo, HI

Privately held company and federal contractor employing over 9,000 people worldwide that educates and trains people to become productive citizens. Senior management member that strategically aligns human resource functions with corporate business strategies for two contracted sites located on O'ahu and Maui with approximately 200 employees. Negotiates multiple collective bargaining agreements with ILWU Local 42. Equal Opportunity officer for staff and students. Plans, reviews annual staff evaluations, and monthly recognition program. Designs and facilitates mandatory training for managers and staff. Represents center with various agency hearings and community meetings. Manages department's financial budget.

- Investigates, documents, and responds to harassment and discrimination complaints and grievances, disciplinary actions, unemployment, and workers compensation for employees
- Spearheads full-cycle recruitment, selection activities, and on-boarding process including E-Verify
- Coaches all levels of management including directors with employee and labor relations
- Designs and facilitates training to maintain compliance with management and government directives
- Plans and instructs leadership courses for professional and personal development for various staff levels
- Directs the administration and processing of UI, workers' compensation, TDI, FMLA, HFLL, and leaves of absences
- Prepares and monitors the implementation of the center's affirmative action plan
- Leads the administration of the health benefit plans and annual open enrollment processing

MANAGEMENT ANALYST II**PERSONNEL ANALYST II****PERSONNEL ANALYST I****San Joaquin Valley Unified Air Pollution Control District, Fresno, CA**

Public health agency regulates and educates air quality standards. Personnel and Compliance Manager for three regional offices with approximately 400 employees. Negotiated multiple collective bargaining agreements with SEIU Local 521 for supervisory and general staff. Directed, designed and managed the personnel and risk management programs. Developed leadership curriculum for staff and continuously evaluated and improved training. Forged implementation of recruiting application software resulting in the reduction of three recruiting systems into one, reducing the hire time by 33%, and reallocating recruitment efforts: 77% by support staff and 37% by recruitment manager.

- Revised and developed written Employee Handbook and Injury and Illness Prevention Program
 - Provided employee relations support and coaching for management and general staff
- Managed full-cycle recruitment efforts and streamlined procedures for multiple office locations
- Conducted health benefits administration and benefit enrollment events. Designed and administered policies and management directives to ensure unified procedures
 - Directed training efforts for state and federal mandates

HUMAN RESOURCE ASSOCIATE/GENERALIST**CONTRACTED HUMAN RESOURCE ASSOCIATE/GENERALIST****The Olympic Club, San Francisco, CA**

America's oldest athletic club and host of five U.S. Open Championships. Re-opened newly renovated private-member social club facility and recalled over 100 unionized employees to an existing 300 employee base for multiple locations. Pioneered crucial pre-employment screening process. Negotiated multiple collective bargaining agreements with hotel workers (Unite HERE Local 2), stationary engineers (I.U.O.E. Local 39), and Greenskeepers (SEIU Local 187) unions. Conducted multiple site employee events and risk management meetings.

- Prepared and participated in various labor grievances and workplace investigations
- Monitored and processed UI, Workers' Comp, LTD and STD claims, state, and family leave claims
- Streamlined and expedited the recruitment process and maintained HRIS databases and employee files for over 400 staff members
- Facilitated benefits administration for various retirement programs, medical, dental, and vision plans, and FSA election

EDUCATION & PROFESSIONAL CERTIFICATIONS

SHRM-CP, Society of Human Resource Management (SHRM) Certified Professional, SHRM 01/2015 - Present

PHR, Professional in Human Resources, Human Resources Certification Institute 01/2010 - Present

Bachelor of Arts in Communication, Hawai'i Pacific University, Honolulu, HI Conferred

PROFESSIONAL AFFILIATIONS

SHRM Hawai'i, O'ahu Member 2010–Present

SHRM National, Society of Human Resource Management 2006 – Present

California Chamber of Commerce, Preferred Member 2006 – Present

Human Resources Association of Central California, Board of Directors - Treasurer 2009-2010; Member 2006– 2011

Central Valley Safety Council, Board of Directors - Secretary 2010-2011 (Member) 2007 – 2011

VOLUNTEER ACTIVITIES

Volunteer Leadership Training Program in Washington D.C., Employer Engagement Director 2016 to Present

Employer Support of the Guard and Reserve (ESGR), Volunteer, 2015 to Present

COMPUTER & SOFTWARE PROFICIENCY

Microsoft Office Suites * Windows * Apple OS * Lotus Notes * PrismHR * ClientSpace * Nexonia * ADP Enterprise AS/400 Kronos * Lawson * HRSmart /ATS * Kenexa/BrassRing * EBIS * Prezi * Citrix * Skype Business * Internet