

**PROFESSIONAL SUMMARY**

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An experienced human resources leader with a strong commitment to provide innovative, creative, and practical solutions to human resources management issues.

**PROFESSIONAL EXPERIENCE**

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**Director of Human Resources Development** December 5, 2022 to present

*Department of Human Resources Development, State of Hawai'i*

Administers the state human resources program, including human resources development and training, and central human resources services such as recruitment, examination, classification, pay administration, and management of workers' compensation claims. Serves as an Ex-officio member of the State's Deferred Compensation Plan Board of Trustees.

**Departmental Human Resources Officer** January 2016 – December 2022

*Department of Human Services, State of Hawai'i*

Manages and oversees all aspects of the department's human resources program including recruitment, position classification, employee benefits, training, employee relations, records management, labor relations, and civil rights compliance for 2300+ positions. Serves as a member of the employer's bargaining unit (BU) 9 and 10 negotiating teams. Chaired (2017) and Co-chaired (2018 - 19) the Hawai'i State Human Resources Council.

**Director of System Support and Administration** July 2012 – December 2015

*University of Hawai'i System*

Responsible for managing and administering all aspects of the University's civil service personnel program for 1500+ positions, including recruitment, labor relations, performance management, employee relations, personnel transactions, and record keeping. Served as the Departmental Personnel Officer for the University's civil service employees. Supervised and managed the full range of HR services for the UH system offices including the Board of Regents, President's office, and four vice presidents. Oversaw system wide projects including development and update of all executive human resources policies, online recruitment, background checks for BOR positions, and executive searches.

**System Director of Human Resources** April 2007 – July 2012

*University of Hawai'i System*

Planned, organized, managed, and administered the University-wide HR management program and operations for executive/managerial; administrative, professional, and technical (APT); and civil service employees. Provided leadership and advice to senior-level executives on all matters relating to HR administration including recruitment, selection, appointment, compensation, benefits, leave administration, training, staff development, information system support, labor relations, and collective bargaining. Developed, implemented, and revised Board of Regents and executive policies and administrative procedures. Served as the employer spokesperson for Bargaining Unit 8 labor negotiations. Determined and administered program priorities and the methods, means, and staff resources to meet project goals.

**Associate Director of Human Resources**

May 2004 – April 2007

*University of Hawai'i System*

Assisted the System Director with administering, supervising, planning, and directing the overall human resources program for the 10-campus University of Hawai'i System. Areas of responsibility include policy and procedure development, classification, compensation, employee benefits, labor relations, collective bargaining, employee relations, and technology and data.

**Human Resources Specialist (Labor Relations)**

September 2002 – May 2004

*University of Hawai'i System*

Served as the President's designee and hearings officer for labor grievances; assisted legal counsel with addressing prohibited practice complaints; conducted labor relations training; and provided advice and guidance to supervisors and managers regarding the full range of labor relations issues.

**Personnel Management Specialist V (Labor Relations)**

July 1996 – September 2002

*Department of Health, State of Hawai'i*

Managed all aspects of labor grievances, conducted follow-up investigations, prepared grievance responses for management, negotiated resolutions, and assisted Deputy Attorneys General at arbitration. Provided advice and guidance to supervisors and managers regarding the full range of labor relations issues.

**Personnel Management Specialist II, III, IV**

April 1993 – June 1996

*Division of Community Hospitals (now Hawai'i Health Systems Corporation), State Department of Health*

Classification Specialist (September 1994 – June 1996)

Workers Compensation, Training, and Safety Specialist (April 1993 – September 1994)

**Management Analyst III**

October 1991 – April 1993

*Division of Community Hospitals (now Hawai'i Health Systems Corporation), State Department of Health*

**EDUCATION**

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**Bachelor of Arts**

*University of Oregon, Eugene, Oregon*

Sociology major, English minor

**REFERENCES**

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Available upon request