

Chery Pierzina

Human Resources Professional

July 28, 2022

CONTACT

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Williston, North Dakota 

<https://www.linkedin.com/> 

City of Grand Rapids
Administration Office
420 N. Pokegama Avenue
Grand Rapids, MN 55744

Dear Search Committee,

Working as the Human Resources Director, in the public sector, has been a positive experience for me and has captivated my interest in the current Human Resource Officer vacancy with the City of Grand Rapids. Having reviewed the complexities of this position, I feel it aligns with my professional goals and will allow me the opportunity to apply my knowledge and skills to support the programs, policies, and the strategic direction of the City. I recognize the City of Grand Rapids is looking for a high performer who can promote organization culture, all with a strong focus on customer service, confidentiality, supporting management, and collaborating with various stakeholders to provide impactful solutions. I am confident my desire to succeed, along with my experiences, makes me a strong candidate for this position.

Throughout my professional career, each position I have held has enabled me to expand my knowledge, learn new skills, and gain the respect of my peers, supervisors, and senior leadership. I understand the mechanics of recruitment and the employee lifecycle. I have played an integral role in policy development, contract negotiations, contract interpretation, payroll, compensation planning, and benefit administration. Other duties include risk management, safety, training, ADA, investigations, employee relations, performance management, budget development, and customer service. Many of the skills I have gained, whether personally or professionally, have led me to this point in my career.

As a leader, I have showcased a positive balance between working independently and as part of a team. I value consistent and effective communication, and it is seen regularly through my work and my actions. My excellent communication skills allow me to demonstrate strong interpersonal communication, and the ability to manage situations that may arise in the most effective manner possible. Through personal and professional development, I have gained an attention for detail, and strive for quality in everything I do.

My desire, knowledge, and skills make me an excellent candidate for the Human Resource Officer position. I would welcome the opportunity to talk with you regarding my experience and my sincere interest in this role.

I wish you the best of luck in the search process and thank you for reviewing my qualifications.

Sincerely,
Chery Pierzina

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EDUCATION

Itasca Community College
Grand Rapids, MN

Brainerd Vo-Tech
Brainerd, MN

PERSONALITY

INSIGHTS DISCOVERY

Green
Yellow
Blue
Red

GALLUP STRENGTHSFINDER

Consistency
Developer
Positivity
Discipline
Arranger

CERTIFICATIONS

Certified Professional
SHRM

INTERESTS

Camping
Hiking
Pets
Reading
Travel

PROFILE

I am a results-oriented, positive, and hardworking individual who strives to achieve the highest standard possible, at any given task. I possess excellent written and verbal communication skills and have the ability and experience to develop successful partnerships with others. I am highly adaptable to new and changing environments and enjoy learning. I work well under pressure and have the confidence to handle varying situations with ease. My analytical intellect, strategic planning and forward-thinking mindset are key components that have contributed my success. The passion I have for supporting and improving lives through relationship management, process improvement and customer service will no doubt benefit the employee experience with the City of Grand Rapids.

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES DIRECTOR

City of Williston | May 2017 - Present

Plan, direct, manage and oversee the activities and operations of the Human Resources Department including enforcement of human resources laws and regulations, employee selection, compensation, health and safety, and labor relations. Administration of compensation and benefits program, ADA, EEO, Family Medical Leave Act, and WSI claims. Serve as the HIPAA Compliance and Privacy Officer. Maintain a compensation plan by conducting periodic compensation surveys. Schedule and assist with job performance evaluations. Assist with the development and administration of salary budgets. Monitor employee benefits programs, study and assess benefit needs and trends, recommend benefit programs. Conduct investigations on grievances and personnel issues and mediate personnel disputes. Recommend and implement discipline and termination procedures. Create trusted partnerships with senior leadership to plan, design, and develop human capital strategies and initiatives that support and align with the City's strategic goals, direction, structure, and governance. Assist with the development of policies and programs to attract, retain, and promote a diverse workforce. Work with management to create a positive work culture that values employees and their successes. Recognize emerging workforce challenges and develop and execute plans for meeting the workforce needs in both near and long term. Perform duties with tact, diplomacy, discretion, and respect and maintain confidentiality of sensitive information, issues, and projects; Maintain compliance with data privacy.

THIRD PARTY INVESTIGATOR

Contracted | May 2017 - Present

Perform third party investigations related to Title IX, discrimination, harassment, retaliation, and other misconduct for agencies. Provide objective, independent review of complaint(s) by interviewing complainants, witnesses, and respondents while following grievance procedures, policies and state and federal law. Assist with risk mitigation. Manage potential conflicts and issues that may arise. Provide unbiased fact-finding and assist with decision-making and discipline recommendations. Exercise independent judgment within policy guidelines. Maintain absolute confidentiality.

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PROFESSIONAL EXPERIENCE (continued)

HUMAN RESOURCES DIRECTOR

Williston Public School District #1 | July 2014 – May 2017

Planned, coordinated, and supervised the operations of the Human Resources Department, including the recruitment and selection process of all certified and classified staff. Supervised and supported the effective operation of the school district. Managed all human resource functions related to employment. Ensured the district abided by all state and federal laws application to employee selection and equal opportunity procedures. Labor relations management, including mediation, dispute resolution, employee discipline, negotiations, and contract administration. Established collaborative working relationships with union representatives. Accessed highly confidential documents relating to the collective bargaining process and maintained strict confidentiality of document content and meeting discussions. Exercised independent judgement within policy guidelines. Analyzed issues and recommended solutions. Managed employee due process issues, advised and counseled staff, collected information, directed investigations, conducted meetings, and developed recommendations on employee performance and misconduct matters. Prepared agreements, action plans, reports, and resolutions as needed. Evaluated and responded to grievances and advised staff on appropriate response(s). Coordinated grievance meetings, mediations, arbitrations, hearings, and settlement conferences. Negotiated and drafted settlement agreements. Knowledge of employee benefit plans, pay equity, wage, and compensation plans. Knowledge of organizational structure, functions, and operations. Succession planning. Investigated human resources related issues (e.g., EEOC, Wage and Hour, Harassment, ADA, Discrimination, employee disputes, etc.). Interpreted, administered, and assisted in the development of personnel policies. Responded to legal actions regarding personnel issues on behalf of the district. Worked directly with benefits providers. Developed and maintained positive and professional working relationships at all organizational levels, internally and externally.

HUMAN RESOURCES DIRECTOR/PAYROLL

Independent School District #317 | September 2006 – June 2014

Managed the activities and operations of the Human Resources Department including all aspects of payroll. Enforcement of human resources laws and regulations, employee selection, compensation, health and safety, and labor relations. Contract negotiations, language interpretation, and strategy development. Expertise in employee benefit plans, pay equity, wage, and compensation plans. Acted as the STAR Coordinator. Implemented AppliTrack and substitute calling system. Administration of employee benefits, including retirement and pension plans. Ensured fair and equitable treatment of all employees and compliance with negotiated agreements. Maintained absolute confidentiality of work-related issues, records, and information.