

Allison L. Radford

EDUCATION

Juris Doctor, Vermont Law School (*August 2008*)
Bachelor of Arts, University of Hawai'i (*May 2005*)

PROFESSIONAL EXPERIENCE

Labor Relations Manager, State of Washington, Office of the Attorney General
(*March 2020 to present*)

- First Labor Relations Manager for the Washington Attorney General tasked with implementing the agency's first collective bargaining agreements, including establishing relationships with new labor partners, creating a process to receive and respond to grievances, and developing and delivering training for agency leaders on supervising in a unionized environment and applying collective bargaining terms.
- Develop bargaining priorities, manage and respond to union information requests, oversee mandatory collective bargaining notifications, participate as a member of the bargaining team, and draft agency responses to Human Rights Commission and Equal Employment Opportunity Commission complaints.

Assistant Attorney General/Legislative Liaison, State of Alaska, Department of Law
(*May 2019 to March 2020*)

- Legislative liaison for the Civil Division; primary point of contact for all legislative activities concerning civil matters. Coordinated responses to legislative inquiries; identified and tracked bills that impact civil law; provided legal analyses on proposed legislation internally and to the governor's office or legislators when appropriate; arranged participation of civil division attorneys and leadership in legislative hearings; drafted legislative proposals, proclamations, and legal memoranda; conducted legal research, including reviewing case law, and constitutional and legislative history; and responded to public inquiries on behalf of the Attorney General when appropriate.
- Conducted final review of regulations projects to ensure compliance with the regulatory process and statutory authority.

Human Resource Consultant III, State of Alaska, Department of Law
(*January 2019 to April 2019; Short Term Non-Permanent*)

- Provided advice and assistance to supervisors in handling performance and disciplinary matters; answered questions about progressive discipline, evaluation procedures, due process requirements, and complaint and grievance procedures; drafted complaint and grievance responses as well as letters of performance expectations, instruction, warning and reprimand, suspension, demotion, and dismissals for both union and unrepresented employees; interpreted and applied terms of collective bargaining agreements, and explained contract terms and human resource related policies and procedures to employees and supervisors.

Special Assistant to the Commissioner/Legislative Liaison, State of Alaska, Department of Public Safety
(*March 2015 to December 2018*)

- As a member of the senior management team, performed a variety of activities to further the goals, objectives, and mission of the department. Prepared bill analysis papers to determine the impact of

proposed legislation on operations; responded to legislative information requests; testified in committee hearings or coordinated department testimony as appropriate; under the delegated authority of the Commissioner, responded to the most complex public records requests; provided guidance to senior command on interpretation and application of collective bargaining agreements; negotiated grievance and dispute resolutions; built and maintained effective relationships with agency partners and labor organizations; prepared reports, statements, or other written correspondence regarding a wide variety of issues; responded to internal and external inquiries on behalf of the Commissioner; provided oversight and direction to agency staff on special projects or initiatives; identified major policy issues and concerns; and represented the Commissioner on the Council on Domestic Violence and Sexual Assault (CDVSA).

Labor Relations Analyst, State of Alaska, Department of Administration
(August 2011 to March 2015)

- Served as the State's principal advisor on labor relations issues for assigned departments: Public Safety; Military & Veterans Affairs; Corrections; Administration; Commerce, Community & Economic Development; Education & Early Development; Labor & Workforce Development; Law; and Revenue. Analyzed employer's position in grievances and Alaska Labor Relations agency filings; prepared deliberative memoranda; drafted formal responses on behalf of the Director; negotiated grievance or dispute resolutions and letters of agreement; acted as the advocate in all phases of arbitration, including witness preparation and evidence selection; participated in contract negotiations as either a chief spokesperson or team member; communicated effectively both orally and in writing with a diverse audience; and remained tactful and effective in an often tense and conflict-driven environment.

Children's Services Specialist, State of Alaska, Department of Health & Social Services
(December 2009 to August 2011)

- Frontline child protective services worker responsible for investigating reports of child abuse or neglect and providing ongoing services to families in Juneau, Angoon, and Hoonah. Used specialized observation, assessment, and interviewing strategies to gather information and assess risk and safety factors in situations of suspected child maltreatment; communicated appropriately with people of diverse ages, cultural traditions, educational levels, and intellectual capacities; remained professional and effective in high-stress situations, including interaction with people experiencing profound trauma; produced detailed and accurate records, frequently under very short deadlines, to be used as legal documents, including petitions for court; managed a high caseload with multiple competing priorities; acted as a liaison between the agency, families, guardians, community partners, and others with a right or interest in the case.

ADDITIONAL TRAINING

- National Public Employer Labor Relations Association Academies I – III (2020-21)
- Sexual Assault Response Team training, CDVSA (2017)
- Regulation Writing, State of Alaska (2015)
- Law Enforcement Internal Affairs Investigations, Certificate of Completion, Public Agency Training Center (2015)
- The Rights of Police Officers, Labor Relations Information Systems (2015)
- Standards, Knowledge, and Insight Leading to Success, 120 contact hours; University of Alaska Anchorage, Family and Youth Services Training Academy (2010)
- Domestic Violence Advocacy Training, 40 hours, AWARE, Juneau, Alaska (2010)
- Guardian ad Litem Training, 40 hours, Vermont Judiciary, Family Division (2007)