

# KELLY A. HENDEE

## PROFILE

Accomplished and versatile human resources professional with over 20 years of experience and training in human resources strategic management practices/strategies and key initiatives integration. Offer expertise in the on-boarding process and employee relations, coupled with policy/procedural development. Experienced in union negotiations, exemplary skills in providing employee counseling, management and organization initiatives in the areas of coaching/mentoring, compensation, employee-related issues and associated projects. Versed in daily HR operations and operational systems development and implementation. Dynamic and trusted advisor well versed in business practices, labor law, and employment regulations.

- HR policies and procedures
- Recruitment
- Turnover Management
- Performance Appraisals
- Labor Law
- Training and Development
- Benefits Administration
- Staff Retention
- Compensation Management
- Worker's Compensation
- Orientation/Onboarding
- Investigations
- Mediation/Dispute Resolution

- Utilize an "open door" policy to acknowledge employee problems or concerns in a timely manner.
- Valuable experience in managing HR practices/strategies and integrating HR initiatives in support of core business/organizational functions.
- Key member of leadership team with strengths in policy and procedure development.

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## PROFESSIONAL EXPERIENCE

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### Human Resources Director – County of Door – Sturgeon Bay, WI USA

2008-2023

Develop operational policies and procedures to align with current culture. Implemented training and programs to enhance the employee experience and reduce liability through improved communications and HR practices. Serve as a liaison between employees and insurance company. Implemented HRIS system from manual process, including major upgrade to enhanced HRIS system. Ensure compliance with labor laws. Created performance review process. Coordinate liability management training.

Oversaw all aspects of recruiting, onboarding, insurance, benefits, policy.

- Created the organizations onboarding process, including manual to online application process.
- Brought job descriptions into compliance with ADA guidelines.
- Workforce Development – worked closely with management to restructure departments and realign job duties.
- Wrote several policies and procedures, such as Remote Work, Performance Evaluation, Family Medical Leave and Unpaid Leave Policy.
- COVID – 19 – created and communicated several policies to comply with Federal Family Medical Leave changes. Worked with the State of WI to provide employees a Workshare Program during covid which allowed their benefits to remain intact.

### Human Resources Analyst – City of Beloit – Beloit, WI USA

2003-2008

Developed hiring processes to recruit, and onboard employees. Administrator for the Civil Service Commission, process over 200 applications, set up all testing aspects of recruitment process, hire and onboard. Worked closely with management to resolve labor relations conflicts. Created and provided training for a Customer Service Program for all employees, along with six (6) other relevant trainings per year. City's Affirmative Action Program Coordinator. Assisted with City's Personnel and Payroll system, job analysis, and administration of compensation program.

### Additional Experience

Human Resources Generalist – Monterey Mills, Janesville, WI	2001-2003
Human Resources Assistant - Prent Corporation, Thermoforming – Janesville, WI	1998-2001

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## **ADDITIONAL QUALIFICATIONS**

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*Education:* B.A., Business Management, minor: Human Resources Management – Cardinal Stritch University, Milwaukee, WI. Graduated Magna Cum Laude  
Certificate in Human Resources Management – Cardinal Stritch University, Milwaukee, WI  
Human Resources Management – UWM – Milwaukee  
Professional in Human Resources, PHR – Certified

*Leadership:* Vice President Elect, and Legislative Chair for Blackhawk Human Resources Association  
President of Wisconsin Association of County Personnel Directors  
Board member – Wisconsin Public Employer Labor Relations Association  
Society of Human Resources Management member since 2001