

JEFF MONSON

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OBJECTIVE | *From my years of human resources and various management positions, I have acquired knowledge and experience in managing and helping organizations become effective and successful. I would like to bring these skills to help Jordan Valley Water Conservancy District continue to be effective and successful in their mission and responsibilities .*

- SKILLS & ABILITIES** |
- *Experience in working with a management team to efficiently implement human resources and organizational management philosophies and practices.*
 - *Working knowledge and experience in recruiting, interviewing, hiring, on-boarding and career development of team members*
 - *Experience in employee conflict resolution, mentoring and coaching*
 - *Knowledge of federal and state regulations along with human resource laws and requirements*
 - *Strategic planning and implementation of HR programs and organizational initiatives*
 - *Working knowledge of organizational management, compensation programs, performance review, employee retention programs, discipline procedures, termination process and exit interviews*
 - *Experience with various benefit, incentive and retirement programs*
 - *Working knowledge of management, training and communication techniques*
 - *Experience in developing and managing organizational budgets*
 - *Experience with workers compensation, risk management and developing safety programs*

EXPERIENCE | Salt Lake County – Criminal Justice Agency
145 East 1300 South, Suite 501
Salt Lake City, Utah 84115
October 2020 to Present
Human Resources Coordinator

- *Manage staff recruitment by posting job openings and then interviewing, selecting, hiring, and on-boarding.*
- *Implement policy, procedures and protocols*
- *Responsible for developing and conducting various trainings for the agency*
- *Assist employees with benefit, compensation and retirement programs*
- *Responsible for supporting Managers and Supervisors with employee relations by assisting with coaching, mentoring and resolving employee conflicts*
- *Assist with safety, workers compensation and risk management programs for the agency*
- *Conduct investigations and administrate corrective or discipline action when needed*
- *Develop and maintain metrics for the recruiting process, turnover, retention and sick leave usage*

Salt Lake Valley Emergency Communication Center
5360 South Ridge Village Drive
West Valley City, Utah 84118
August 2007 to March 2020
Human Resources Manager

- Directed and managed staffing acquisition and development by recruiting, interviewing, selecting, hiring, on-boarding and career path progression
- Developed and implemented policy, procedures, employee handbook and protocols
- Responsible for developing and conducting various trainings for the organization
- Developed and managed the HR/Training department budget
- Managed benefit, compensation and retirement programs
- Responsible for developing the human capital for the organization along with coaching, mentoring and resolving employee conflicts
- Managed HR strategic planning and implementation
- Developed and maintained safety, workers compensation and risk management programs
- Conducted investigations and administered corrective or discipline action when needed
- Developed and maintained metrics for overtime, turnover, sick leave usage and call volumes

Mountain America Credit Union
7181 South Campus View Drive
West Jordan, Utah 84086
June 2005 to September 2006 – Heather Craig (801) 325-6310
Human Resources Generalist/Recruiter

- Directed all aspects of recruiting for Branch Administration
- Help develop meaningful metrics for recruiting
- Tracked and measured retention, turnover, time to hire and cost of hire
- Conducted New Hire Orientation, training and development presentations
- Developed and maintained effective client relationships
- Assisted Business Partners in needed areas of the organization
- Worked with the HR department in applying for and achieving the Utah's Best Place to Work designation

HR Group Central
5296 South Commerce Drive # 205
Murray, Utah 84107, (801) 647-4977
April 2003 to June 2005 – Partner – Ric Morley (801) 647-4977
Human Resources Consultant

- Directed the recruiting and hiring of all open positions
- Developed and implemented employee development, safety and customer service programs
- Trained clients on employee law and regulation compliance issues
- Directed companies in developing techniques that made them more effective in meeting their Human Resource goals
- Trained clients on effective communication and anger management skills
- Established and implemented hiring, discipline, termination, performance review, and other policies and procedures related to Human Resources

- Improved safety compliance by conducting risk management assessment programs
- Developed business solutions to lower company overhead and make their company easier to manage.
- Consulted business owners and supervisors in how to handle various employee issues and concerns.
- Created employee handbooks, supervisory training and other seminars related to Human Resources.
- I have experience dealing with unemployment claims, worker compensation claims, risk management, employee verification and records.
- Implemented a training program for employers to deal with government compliance issues, employer poster requirements, and record keeping programs.
- Directed employees in areas of safety.

EDUCATION | Masters of Art in Organizational Management (MAOM) University of Phoenix, Salt Lake City, Utah

Bachelors of Science in Business Administration (BSBA) University of Phoenix, Salt Lake City, Utah

Associates in Business Management Salt Lake Community College, Salt Lake City, Utah

High School Diploma Cottonwood High School, 5715 South 1300 East, Salt Lake City, Utah 84121

REFERENCES | Ric Morley
HR Group Central
Salt Lake City, Utah 84123
(801) 647-4977

Gigi Smith
PDC
Salt Lake City, Utah 84111
(801) 891-4727

Holly Nelson
SLVECC
West Valley City, Utah 84118
(801) 301-0980