

SHARON ROUX

www.linkedin.com/in/sharonroux

HUMAN RESOURCES EXECUTIVE

Highly skilled, strategic HR Executive with substantial experience in all aspects of human resource management. Proven track record of improving organization performance through analysis, development, implementation and review of policies and practices. Translation of organizational vision into effective programs. Successful leader who excels at solving the organization's most complex problems.

Highlights of Expertise

Leadership Development
HR Policy, Process & Systems Design
Talent Acquisition & Retention
Employee Relations & Engagement
HR Compliance

Workforce Planning & Development
Organization-wide Forecasting & Budgeting
Benefit & Compensation Plan Design
Learning & Development Program Design
Risk Management & Liability

PROFESSIONAL EXPERIENCE

Salt Lake County

County Government providing services to over 1 million residents with 7000 employees

2020 - Present

Benefits Manager – 40 hrs/wk

August 2020 - Present

Oversees the administration and design of employee benefits. Surveys industry and/or community to determine company's competitive position in employee benefits. Develops, recommends, and implements approved, new, or modified benefit plans and employee benefit policies, and supervises administration of existing plans.

- Oversees administration of employee benefit programs such as medical and dental plans, onsite medical clinic, spending accounts, disability plans, group life, wellness programs, daycare, voluntary benefits, and retirement programs.
- Oversees vendor management including selection, contracting, renewal process and ongoing performance.
- Defines benefits strategies for each major benefit program and align the program structure to the organization objective.
- Develops cost control procedures to assure maximum coverage at the least possible cost to the company and employee.
- Supervises staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
- Administers and communicates County benefits program(s) as they relate to plan options policy features, enrollment and other requirements.
- Ensures County benefit programs comply with Federal and State laws, rules, and regulations.

- Leads benefits strategy and communications, manages open enrollment, ACA and HIPAA compliance, employee communication and website initiatives.
- Oversees benefits team that manages the administration of benefits plans, including eligibility interface, benefits compliance and employee interactions.
- Anticipates and responds to changes in benefits legislation and directs the implementation of appropriate/corresponding changes to County benefits programs, policies, and procedures.
- Conducts benefit analyses and studies to evaluate utilization, value, costs, and experience information pertaining to employee benefit programs; determines the financial impact of decisions and proposals relating to existing and new employee benefits; makes recommendations as appropriate.
- Evaluates and recommends new competitive benefit initiatives, benefit changes, and /or plan design and recommends competitive equity or regulatory revisions or changes to existing programs.
- Acts as liaison with benefits providers to ensure appropriate coverage is provided in an efficient and cost-effective manner.
- Designs comprehensive training/orientation sessions to communicate County benefits; oversees enrollment and re-enrollment process.
- Interprets and explains benefit program eligibility criteria.
- Directs the maintenance and preparation of a variety of routine and special records and reports necessary for program operation.
- Participates in County Wellness Plan development and coordination.
- Monitors and provides direction for benefits programs set up on the human resource information system.

Interim Compensation/HRIS Manager – 40 hrs/wk

May 2021 – Present

(Concurrently with Benefits Manager position – total 40 hrs/wk together)

Plans, develops, and implements compensation programs, policies and procedures to align with the county goals and competitive practices. Ensures company compensation programs are consistently administered and follow internal policies and government. Provides leadership, planning, project coordination, functional expertise, and management of the human resources information system (HRIS) functions.

- Manages the development, implementation, and administration of compensation programs. Designs creative solutions to specific compensation-related programs and incentive plans.
- Monitors the effectiveness of existing compensation practices and recommends changes that are cost-effective and consistent with compensation trends and organization objectives. Ensures compliance with federal, state, and local compensation laws and regulations.
- Supervises staff which includes hiring, orienting, training, assigning, and reviewing work performance, annual work performance appraisals, and discipline.
- Manages the day-to-day activities of the compensation and HRIS programs. Sets goals and objectives that support the HR Division and County strategic direction.
- Provides overall prioritization of work assignments and management of functional team resources and their activities.
- Promotes proactive approaches using HR systems and technology to meet business needs, improve business processes and solve problems.

- Serves as a subject matter expert on HR system projects, including leading projects as well as being a member of the HR systems project team.
- Negotiates priorities and staffing/resource requirements with the IT division, functional staff and others as appropriate. Establishes and monitors program metrics to ensure continuous success and improvement.
- Plans, budgets and forecasts Compensation and HRIS system needs and applications.
- Oversees the participation in salary surveys and monitors salary survey data to ensure organization compensation objectives are achieved.
- Maintains awareness of system upgrades and enhancements that may have a potential impact on current and future HRIS functionality and makes recommendation to senior management.
- Provides advice and recommendations to organization leadership and staff on pay decisions, policy interpretations, and job evaluations.
- Serves as an interface between internal customers and the functional team members to ensure effective delivery of Compensation and HRIS support and applications.

The Summit Group Communications

A full-service communications firm with employees in multiple states

2007 - 2020

Chief Operating Officer/ Vice President, Human Resources – 60 hrs/wk.

2008 - 2020

Partner with senior executives to create a dynamic environment that drives employees to deliver superior results.

- Develop short-term and long-term human capital strategies
- Design recruitment and retention strategies
- Implement and manage HR-related KPIs
- Review and improve employee engagement strategies and programs
- Create performance and development programs to support the growth of the organization
- Manage compliance with all local, state, and federal regulations
- Create and administer budgets with department heads monthly
- Select and manage HR and benefits related vendors
- Lead and develop staff members

Human Resources Director – 60 hrs/wk.

2007 – 2008

Built a relationship with employees, management team & executives as a trusted advisor.

- Designed HR policies and practices
- Created performance management systems
- Developed compensation structures and systems based on research
- Implemented and optimized HCM, benefits and payroll
- Created recruitment practices which decreased time-to-fill and improved quality of hire
- Revamped benefits package to reduce costs, improve employee satisfaction & retention
- Designed and implemented onboarding processes to build engagement, streamline processes and improve the new employee experience
- Created training and professional development programs across multiple disciplines
- Managed compliance programs including FMLA, ADA, FLSA, ADEA, ERISA, ACA, Workers' Compensation, OSHA, etc.
- Maintain payroll system; process payroll and generate necessary reports. Ensure compliance with regulations. Manage regulatory reporting.

ADP

Global provider of HRIS, Benefits and Payroll solutions

1996 – 2007

Global HR Consultant – 50 hrs/wk

2006 – 2007

- Conducted HR business process analysis with global Fortune 500 companies
- Developed and presented HR, benefits, and payroll best practice recommendations
- Demonstrated SAP HRIS solution to prospective clients

HR/Technical Consultant – 50 hrs/wk

1996 – 2006

- Documented HR, benefits, and payroll business processes for clients with 1000+ employees
- Designed new HR, benefits, and payroll workflow processes
- Collaborated with implementation team to build clients' HR, benefits, and payroll systems
- Mentored & trained new team members
- Provided technical support for ADP's HCM system
- Developed complex reports for clients to support their data analysis needs

O.C. Tanner Company

1985 – 1996

Aa global provider of employee recognition strategies and reward programs

Supervisor, Human Resources 40 hrs/wk

1996 – 2006

- Developed and monitored Affirmative Action Plan
- Authored and delivered compliance-related training to management staff
- Recruited, hired and on-boarded non-exempt positions
- Implemented and managed HRIS system
- Managed Workers' Compensation program

Employee Services Coordinator - 40 hrs/wk

1991 – 1993

- Performed HR Generalist duties, employee relations and administered safety & Wworkers' Compensation programs

Regional Administrator – 40 hrs/wk

1987 – 1991

- Performed administrative duties for sales team

Assembler – 40 hrs/wk.

1985 – 1987

- Assembled jewelry

EDUCATION

Master of Public Administration (MPA), University of Utah, *Human Resources Emphasis*

Bachelor of Science, Psychology, University of Utah

Bachelor of Arts, Anthropology, University of Utah

Certificate, Finance & Accounting, University of Utah