

DAVID E. SALAZAR JR.

PROFESSIONAL OBJECTIVE

Collaborative leader seeking an executive level position in human resource management. Extensive experience with all major HR functions: including compensation and benefits administration, labor/management expertise, strategic HR management, organizational development, human capital management, conflict resolution, and ability to enhance overall organizational effectiveness.

SKILLS SUMMARY

Current and past experience includes appointments to positions in state, city, and county government. Possess a demonstrated record of success in a variety of work environments including both public and private sector organizations such as government, non-profit, healthcare, and law enforcement agencies. Expertise includes: human resource management; employee & labor relations; job recruitment; job analysis; position classification; state and local government legislative review processes, including fiscal note evaluation; total rewards administration; state & federal employment law and policy issues; people management; consensus and team building; conflict and alternative dispute resolution; policy & program administration; and, multi-cultural/diversity issues. Valuable professional assets include highly developed interpersonal skills, strong written and verbal communication skills, and a collaborative leadership & management style.

EDUCATION

Master of Public Administration, Brigham Young University
Marriott School - Romney Institute of Public Management,
April 1994, *Major Emphasis*: Human Resource Management

Bachelor of Arts, Brigham Young University
College of Humanities, Major: Portuguese, Minor: Zoology
April 1992

CERTIFICATION

Certified Compensation Professional (CCP) (in progress)
WorldatWork, Scottsdale, AZ – *completion anticipated in 2020*

Trained Mediator, Conflict Resolution Certificate Program, University of Utah - April 2005

COMMUNITY APPOINTMENT(S)

**Salt Lake County Sheriff's Office & Unified Police Department
Chair, Peace Officer's Merit Commission (POMC)**
February 2008 to present

In addition to providing a formal procedure for processing appeals and grievances of sworn employees, the commission ensures fair and impartial treatment of applicants and a system for promotional advancement through competitive testing without discrimination for sworn

members of the Unified Police Department (UPD) and Salt Lake County Deputy Sheriffs, Correctional Officers, and Protective Service Officers.

PROFESSIONAL EXPERIENCE

HR Program Manager – City Compensation Administrator

Salt Lake City Corporation Human Resources Department
December 2008 – present (Work avg. ≥ 40 hours per week)

Responsible for policy, program development, and administration of the city's job classification and compensation system, covering approximately 3,000 employees, including elected officials, appointed executives, union and non-represented employees. Previous assignments also included oversight of city recruitment and selection (until fall 2018) and supervision of seven HR Consultants. Ensure HR programs are administered in compliance with city ordinances, policies and state/federal government regulations, including FLSA. Review proposed state legislation, including determination of fiscal notes, to determine impact on city operations. Direct annual market pay review, compensation analysis, and preparation of City's *Citizen's Compensation Advisory Committee* annual report, including total compensation recommendations to the mayor & city council. Direct preparation of department human capital management and other executive reports. Major accomplishments include: Total redesign of city compensation system; created a new simplified (single) pay plan, designed to replace nine separate pay plans; achieved job title reduction/consolidation (reduced 1,400 job titles fewer than 930); improved and enhanced the City's annual compensation review process, resulting in the least number of benchmarks targeted as below market in ten years (as of February 2018). Most recently directed city update to a new electronic applicant tracking system, including fully automated recruitment and employee onboarding processes.

State of Utah, Department of Human Resource Management

April 1994 – August 1999 & February 2001 – December 2008

Specific job assignments with the State of Utah, including dates and related experience, are shown below. Work hours for all jobs listed avg. ≥ 40 hours per week.

Human Resource Director (April 2007 – December 2008)

Utah Department of Transportation, Salt Lake City, UT

Administered all major HR functions for the Utah Department of Transportation (UDOT), including its headquarters and four region offices. Responsibilities included oversight of policies, procedures; employee relations; compensation & benefits administration; job & position; classification; recruitment & selection; review of proposed state legislation, including determination of fiscal notes, to determine impact on department operations. Directed and supervised regional and central HR staff including 10 members located in five statewide locations.

Director, Division of Compensation, Job Classification & Recruitment, Appointed (February 1, 2004 – April 8, 2007)
Utah State Capitol, Salt Lake City, UT

Major responsibilities included leadership and strategic level direction over the state's compensation, job classification, and recruitment systems for 24,000 employees; oversight included policy development, rulemaking, and classification grievance procedure; review proposed state legislation, including determination of fiscal notes, to determine impact on department operations; workforce adjustment planning; web-based recruitment system; statewide human resource information management information systems; administration of state & federal (FLSA) overtime regulations; Americans with Disabilities Act (ADA) and EEOC/Civil Rights Act compliance. Other significant responsibilities included administration of: workplace conflict resolution program, drug testing program, corrective/disciplinary action, and unlawful harassment prevention & investigation training policies & programs. Advised, consulted and coordinated efforts with statewide agency HR directors/ representatives and human resource program management staff; promoted programs and provided human resource data and information to executive officers, state legislators & staff, and general public requiring human resource assistance. Major accomplishments include: Implementation of new federal overtime regulations for state's 940+ job titles, successful launch of statewide mediation program to resolve employee/employer conflicts.

Human Resource Director, Appointed (February 2001 – January 2004)
Utah Department of Corrections, Draper, UT

Administered all major HR functions for the Utah Department of Corrections, including compensation & benefits, job classification, recruitment & selection, for 2,200 employees; directed activities of the HR bureau, including direct supervision of over 20 staff; managed an operational budget totaling over \$1.2 M; review of proposed state legislation, including determination of fiscal notes, to determine impact on department human resource operations. Major accomplishments include: Simplification and revision of major HR policies, department procedures; conflict resolution, team building and enhancement of services provided by the department's HR team; improvement in management/employee relations with HR and customer service; improved management training & development programs; established new employee service recognition program; developed and implemented strategies for employee retirement incentives, resulting in a total department savings of over \$500 M (required as a result of state budget crisis).

Human Resource Manager (April 1997 - August 1999)
Department of Human Services - Utah State Hospital, Provo, UT

Administered all major HR functions for 300+ bed Utah State Hospital, including: recruitment & selection; compensation & benefits; job

classification; FLSA, FMLA, ADA, long term disability, workers compensation, anti-discrimination & unlawful harassment investigations. Responsibilities covered approx. 600 employees, supervision of five human resource office staff, and an operational budget totaling \$200 K. Major accomplishments include: Assisted in the development of an electronic HR staff management information system tailored for use by staff and management at the Utah State Hospital and Utah State Developmental Center.

State Compensation Specialist (July 1996 - April 1997)
HR Classification & Compensation Analyst (April 1994 - July 1996)
Human Resource Intern (April 1993 - April 1994)
Utah State Capitol, Salt Lake City, UT

State Compensation Specialist: Responsibilities included administration of state compensation and benefits program for the State of Utah (executive branch), including compilation of governor's annual state compensation plan recommendations; developed skills and learning as designated state expert for areas including: state compensation and benefits, FLSA (Wage & Hour), FMLA.

HR Classification & Compensation Analyst: Assisted in annual compensation & benefits planning process; reviewed and approved agency job classification requests, reviewed agency policies to ensure compliance with state and federal laws, policies, rules, and regulations for assigned departments including Environmental Quality, Health, Natural Resources, Transportation, and Trust Lands Administration.

HR Intern: Assigned as assistant to state Compensation Officer; organized and coordinated annual state salary survey; assisted in compilation of Governor's state compensation plan recommendations.

Human Resource Director, Salt Lake Regional Medical Center,
Salt Lake City, UT
August 1999 – February 2001

As a member of the Hospital's four person Executive Management team, directed administration of all major HR functions, including compensation & benefits administration; job recruitment & selection; policy development; employee education & training program, all covering approx. 600 employees at this 300+ bed facility. Directed and supervised Human Resource staff, including training and education; responsible for management of an operational budget totaling \$1.2 M. Major accomplishments include: Established new employee service recognition program.

CONSULTING EXPERIENCE

Hearing Officer, Salt Lake County - Division of Human Resources
Total Compensation Employee Job Slotting Appeal Process
February 2017 – November 2017

Independent Contractor with NFP HR Consulting Services

October 2016 – November 2017

Independent Contractor with Karen Okabe Consulting, Inc.

October 2016 - May 2017

Provide expert consulting services to public sector & non-profit organizations on compensation administration, market pay practices, pay structure development, job analysis, and recommendations necessary to enhance organizational development. Past projects include position review, job classification, and creation of new compensation structure for the Utah League of Cities and Towns. Consultation and advice to mayor-elect and city council members-elect of Millcreek City during formation and establishment of the city's new government.

REFERENCES

Available upon request