

STATE OF NEVADA

JOE LOMBARDO  
Governor

Members of the Board  
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MICHAEL J. SMITH, Vice-Chair  
SANDRA MASTERS, Board Member  
TAMMARA M. WILLIAMS, Board Member  
MICHAEL A. URBAN, ESQ., Board Member



DR. KRISTOPHER SANCHEZ  
Director

BRUCE K. SNYDER  
Commissioner

MARISU ROMUALDEZ ABELLAR  
Executive Assistant

DEPARTMENT OF BUSINESS AND INDUSTRY  
GOVERNMENT EMPLOYEE-MANAGEMENT  
RELATIONS BOARD

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – July 11, 2024

**Commissioner, Government Employee-Management Relations Board**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the five-member Government Employee-Management Relations Board.

**AGENCY RESPONSIBILITIES:**

The Government Employee-Management Relations Board (EMRB), a Division of the Department of Business and Industry, fosters the collective bargaining process between governments and their labor and employee organizations (i.e., unions), provides support in the process, and resolves disputes between governments, labor and employee organizations, and individual employees as they arise.

**APPROXIMATE ANNUAL SALARY:**

Up to \$124,068 plus benefits. (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

**BENEFITS:**

The State benefits package includes a defined benefit pension plan (PERS); paid health, dental, life and disability insurance; 12 paid holidays; paid sick and paid annual leave. Other employee paid benefits such as deferred compensation plans are available.

**POSITION DESCRIPTION:**

This position reports to the five-member Government Employee-Management Relations Board. With respect to:

- **Agency Administration:** As the agency administrator, responsible for day-to-day operation of the agency; resolves personnel and payroll issues; responds to public inquiries and public records requests; and ensures compliance with Statewide and department policies and procedures.
- **Case Management:** Reviews filings for conformance with the rules; answers inquiries from attorneys and staff; expedites late filings; grants extensions of time; drafts notices of hearing; conducts prehearing conferences; conducts settlement conferences; drafts minor orders for Board review; drafts order summaries; and resolves issues involving cases, including providing guidance.
- **Board Meetings:** Drafts agendas; reviews Board materials prior to each meeting to serve as a resource for Board member questions; handles procedural and logistical issues during meetings; drafts minutes; and updates Board members on agency issues.

- **Finance:** Manages budget and meets with fiscal staff on budgetary issues; formulates budget proposals and work programs in conjunction with fiscal staff; oversees annual invoice process including recommending rates to the Board; reviews purchases; and monitors internal controls.
- **Legislation:** Drafts bill requests; monitors legislation; testifies before the legislature; drafts fiscal notes; and answers inquiries.
- **Regulations:** Drafts proposed regulations in conjunction with the Legislative Counsel Bureau; conducts workshops; conducts public hearings; and prepares the regulations packet for the Legislative Commission and testifies before the same.
- **Relationships:** Builds strong relationships to advance the interests of the agency. These include Board members, agency staff, attorneys and their legal staff, labor leaders, human resource professionals, department executives, department fiscal and IT staff, and employees from the Legislative Counsel Bureau and the Governor's Finance Office, among others.
- **Other Duties:** Conducts representation elections; provides training services to the user community and keeps them informed through newsletters and other mailings; speaks before trade groups; and develops a working knowledge of the law governing the agency, including NRS Chapter 288, NAC 288, and prior Board decisions.

### **TO QUALIFY:**

To be considered for this position, an applicant must have the following qualifications:

- Bachelor's degree in business administration, public administration, human resources, labor relations or a related field.
- Four years minimum experience in labor law/labor relations, preferably in the public sector.
- Excellent verbal and written communication skills.
- Working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint.
- Juris Doctor from an accredited law school desirable, *but not required*.

### **SELECTION PROCESS:**

Applications will be accepted through August 31, 2024. The applicants will be reviewed to determine those with the most appropriate qualifications. Those individuals will then be invited to Las Vegas for an interview at their own expense. Please note: In accordance with the Nevada Open Meeting Law, all interviews conducted by the Board will be held in an open meeting scheduled for October 9, 2024. Resumes/applications will be made available to the public.

### **POSITION LOCATION:**

Las Vegas, Nevada

### **TO APPLY:**

*Submit letters of Interest/Resumes/Direct Inquiries to:*

Government Employee-Management Relations Board

Attn: EMRB Board Secretary

3300 W. Sahara Avenue, Suite 490

Las Vegas, NV 89102

or email to: [emrb@business.nv.gov](mailto:emrb@business.nv.gov).

**In the subject line please reference: EMRB Commissioner**

**Letters of Interest and Resumes will be accepted until **August 31, 2024****

*The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*

Romualdez Abellar, Maria S.

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# Maria Socorro Romualdez Abellar

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9969 Erie Stream Way  
Las Vegas, NV 89148  
[Mabellar63@gmail.com](mailto:Mabellar63@gmail.com)

(702) 325-9658



Brent C. Eckersley, Esq., Chair  
Michael Smith, Vice-Chair  
Sandra Masters, Board Member  
Tammara M. Williams, Board Member  
Michael A. Urban, Esq., Board Member  
**Employee-Management Relations Board**  
3300 W. Sahara Avenue, Suite 490  
Las Vegas, NV 89102

August 30, 2024

**To Chair Eckersley, Vice-Chair Smith, and Board Members:**

I am writing to express my strong interest in the Commissioner position at the Employee-Management Relations Board and the opportunity to continue the great work founded by Commissioner Bruce Snyder.

With almost ten years' experience at the EMRB serving as the Board Secretary, I am confident that I have the necessary qualifications and skills to serve as your Commissioner. As Board Secretary, I was able to closely observe the duties and responsibilities of the Commissioner. Following the lead of Commissioner Snyder, I developed good working relationships with the Board members, the Deputy Attorney General assigned to the agency, the local governments and employee associations that we serve, and with the different counsel that practice before the Board along with their staff.

I have also learned much regarding the behind the scenes work necessary for the agency to function properly, including working with the B&I Director's Office regarding department procedures and payroll issues, and the EMRB's Management Analyst and fiscal staff regarding budget issues.

I am committed and dedicated in maintaining the EMRB to the highly-respected level that it currently enjoys and, if selected, I am prepared to assist and complete a seamless transition from Board Secretary to Commissioner.

I very much appreciate the opportunity to be considered for this role. Thank you for considering my application.

**Sincerely,**

  
Marisu Romualdez Abellar

# Maria Socorro Romualdez Abellar

9969 Erie Stream Way  
Las Vegas, NV 89148  
[Mabellar63@gmail.com](mailto:Mabellar63@gmail.com)

(702) 325-9658



<https://www.linkedin.com/in/marisa-romualdez-abellar/>

## EXPERIENCE

October 2014 - Present

### **Executive Assistant/Board Secretary, State of Nevada** Government Employee-Management Relations Board

Assist the Commissioner in most aspects of agency administration, including responding to inquiries from attorneys and the public by having a working knowledge of the agency's statutes, regulations, policies and procedures. Assist in working with the agency's fiscal team and Management Analyst regarding budget preparation, approval and implementation. During Board meetings, assist the Commissioner as necessary.

As Board Secretary, coordinate logistics relating to Board meetings including scheduling meeting locations and WebEx conferences; ensure the timely transmittal of Board meeting materials to the Board Members; respond to Board member inquiries; prepare and submit Board Pay requests and claims for preparation days.

Prepare and draft official documents, including notices of hearings, witness subpoenas as requested by counsel and Commissioner's Orders. Ensure orders are reviewed and approved by the Board and finalize Board orders for filing and service.

As the agency's Travel Manager, prepare and submit all travel preapprovals and travel claims according to the State Administrative Manual procedures. Procure office supplies using NevadaEPro and prepare purchase requisition requests within the parameters of the agency's budget.

Respond to public records requests in a timely manner. Maintain and update the agency's website.

October 2013 - October 2014

### **Legal Secretary II, State of Nevada** Nevada Real Estate Division, CCICCH Program

Legal Secretary for the Nevada Real Estate Division in support of the Senior Deputy Attorney General assigned to the Division and the Common-Interest Communities and Condominium Hotels Program.

Drafted and prepared correspondence and legal documents according to jurisdictional requirements.

Prepared exhibits for Commission disciplinary cases and responded to inquiries regarding the status of cases.

Provided legal support to the CCICCH compliance investigators, prepared requisition and purchase orders.

September 2006 - August 2013

**Legal Assistant, *Olson, Cannon, Gormley, Angulo & Stoberski***

Legal Assistant/Secretary for two associates handling insurance defense and coverage opinion matters.

Drafted correspondence and pleadings, including notices, orders and subpoenas, discovery requests and responses, medical records requests; prepared documents for court and electronic filing.

Responsible for initial set-up and continuing administration of arbitration and short trial files assigned to attorney from the Alternative Dispute Resolution Program.

**EDUCATION**

University of the Philippines, College of Manila, Philippines (Attended 1980 to 1984, History Major)

University of California, Los Angeles, University Extension Attorney Assistant Training Program, offered in cooperation with the UCLA School of Law and approved by the American Bar Association.  
Certificate in Litigation, September 1990

**SKILLS**

Excellent Word, Outlook, Excel, PowerPoint, Adobe skills

Type 75 wpm and transcription

Experience and excellent ability operating, along with minor troubleshooting, copier, scanner, personal computer, Polycom video conference system

Maintains agency website using the State of Nevada Ektron Web (<http://emrb.nv.gov>)

Fluent in Tagalog

**INTERESTS**

Volunteer Usher (The Smith's Center)

Choir Member and Cantor (Alto), Adult Choir Holy Spirit Catholic Church

Choir Member (Alto)  
Southern Nevada Musical Arts Society

League Bowler, Sam's Town and Sunset Station Strike Zone

Finally, I bleed Dodger Blue

Allred, Zoya

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## GOVERNMENT EMPLOYEE-MANAGEMENT RELATIONS BOARD (EMRB Commissioner)

Zoya Allred <zoyarosette@icloud.com>

Tue 7/30/2024 8:59 PM

To:EMRB <emrb@business.nv.gov>

 1 attachments (289 KB)

Resume\_ZoyaAllred.pdf;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To the Department of Business and Industry (Attn: EMRB Board Secretary),

I am writing to express my enthusiastic interest in the Government Employee-Management Relations Board position as advertised on the State of Nevada website. With a solid background in management and a dedicated focus on fostering productive workplace environments, I am eager to contribute to your esteemed board.

My career has provided me with a comprehensive understanding of labor laws, employee relations, and government regulations, aligning closely with the responsibilities of this role. As a supervisor, I have gained extensive experience handling employee grievances and ensuring compliance with regulatory requirements. This background has equipped me with a robust foundation in effectively managing and resolving workplace issues.

Please find my resume attached for your review. I look forward to the opportunity to discuss how my skills and experience align with the needs of your board. Thank you for considering my application.

Sincerely,

Zoya Allred

# ZOYA ALLRED

## EXPERIENCE

### JARDIN (DIV Holdings, LLC)

#### Model Retail Supervisor

May 2023 - Present

- Ensure achievement of company goals, deadlines, and performance standards.
- Accurately apply discount codes and loyalty points to enhance customer transactions.
- Resolve customer complaints promptly and fulfill special requests with a friendly and professional demeanor.
- Foster a positive and customer-focused work environment in compliance with company policies.
- Oversee staff scheduling, adherence to brand standards, job responsibilities, and store cleanliness through effective supervision and checklists.

### JARDIN (DIV Holdings, LLC)

#### Model Sales Consultant

Jan 2020 - May 2023

- Demonstrated expert product knowledge to effectively engage consumers and drive direct sales.
- Achieved top sales associate status with an average monthly tender of \$100,000, consistently leading in average transactions, customer ratings, total sales, and weekly sales.
- Ensured accurate handling of cash registers and card transactions by strictly adhering to cash handling protocols.
- Supported Processing and Curbside operations by managing phone systems, organizing spreadsheets in Word or Excel, and overseeing delivery orders.

### KrohTech, LLC

#### Project Coordinator

Aug 2019 - Dec 2019

- Supported Project Managers in coordinating resources, automated equipment, scheduling meetings, and documenting meeting minutes.
- Provided hands-on assistance in both shop and field environments for active projects such as the Eiffel Tower Light Show, Tim Burton Exhibit at the Neon Museum, and lighting for Insomniac's Escape Halloween.

### ASTOUND GROUP

#### Internship

May 2019 - Aug 2019

- Received comprehensive training across Operations, Sales, and Estimating departments, gaining proficiency in Salesforce and File Systems.
- Collaborated closely with Project Managers to assemble projects, including scheduling booking sessions, drafting tasks, confirming site services, and generating purchase orders.
- Maintained effective communication with the warehouse to ensure timely job completion and readiness for shows.
- Assisted in the complete assembly of shows under the supervision of a Project Manager, contributing to project oversight and execution from inception to conclusion.

### CLARK COUNTY

#### Front Desk for Finance Department

Aug 2016 - Sept 2017

- Managed front desk operations, delivering exceptional customer service and assisting with phone inquiries.
- Facilitated check printing and mailing processes, ensuring accuracy and timely delivery.
- Handled incoming and outgoing mail, efficiently organizing and distributing correspondence to the team.


### NOVA GEOTECHNICAL AND INSPECTION SERVICES


#### Assistant

Sept 2015 - July 2016

- Provided comprehensive support to office and field staff, including front desk coverage and phone assistance.
- Assisted with laboratory testing and contributed to the production of laboratory reports.
- Created and organized field binders and compiled reports to ensure accurate documentation.

## CONTACT

 (702) 468 - 4550

 zoyarosette@me.com

 [www.linkedin.com/in/zoyaallred](http://www.linkedin.com/in/zoyaallred)

## EDUCATION

### University of Nevada Las Vegas

Graduated December 2023

Bachelor of Arts

Focus in Graphic Design

Minor in Music Technology

• GPA 3.5


• Honors:


- Dean's Honor List
- Honor Society Member
- Sigma Sigma Sigma Honors List

## SKILLSET

• Adobe

 Illustrator

 Photoshop

 InDesign

• Microsoft

◦ Word

◦ Excel

◦ PowerPoint

• Sculpting

• Drawing

• Painting

• Air Brushing

• Sound Board Operator

• Pro Tools

• Back Stage Set Design

## CERTIFICATIONS

• 30 Hour General Industry Outreach (OSHA 30)

• 10 Hour Construction Safety and Health (OSHA 10)

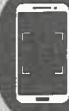
SCAN QR CODES

TOUCHLESS &  
LEAVES YOU  
SPEECHLESS

# Innovative Portfolio

01  
LinkedIn

02  
Instagram  
Digital Portfolio



SCAN ME

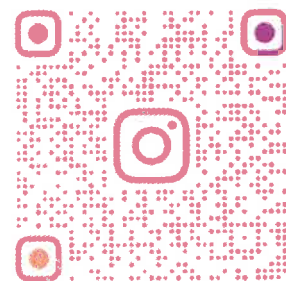


Zoya Allred

Major in Fine Arts with a focus in Graphic Design  
and Music Technologies minor at UNLV.



SCAN ME



ZOYAROSETTE\_DESIGN

Astrachan, Brian

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## EMRB Commissioner

scorpio884@verizon.net <scorpio884@verizon.net>

Sun 8/18/2024 8:38 AM

To:EMRB <emrb@business.nv.gov>

 7 attachments (2 MB)

2024 Resume.docx; 2024 LACOE CWA Bryan Astrachan\_Letter of Rec.pdf; 2023 TEMECULA LETTER.pdf; 2024 NORWALK LA MIRAD USD LETTER OF REFERENCE , UCLA.pdf; 2024 UCLA EVALUATION.jpeg; 2024 RCOE LETTER OF REFERENCE.jpeg; 2024 UCLA LETTER OF REFERENCE .jpeg;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Bryan Astrachan

Covina, CA 91723

scorpio884@verizon.net

1 626 625 2213

Excellent Communicator, Problem Solver, Mediator & Team Player!

### **Work Experience**

Presenter

Los Angeles County office of Education (LACOE) - Los Angeles County, CA

June 2022 to Present

I teach courses for coaches & candidates in the Educational Leadership Program.

Preliminary Administrative Services Credential Program - PASC relating to Child Welfare, Attendance & Safe Schools. (CWA) areas include:

- MENTAL HEALTH
- STUDENT DISCIPLINE PROCEDURES
- SPECIAL EDUCATION I.E.P's
- SCHOOL ATTENDANCE REVIEW BOARD (SARB)
- SCHOOL LAW
- CHILD ABUSE/NEGLECT REPORTING REQUIREMENTS
- SCHOOL EMPLOYEE RESPONSIBILITIES DURING "EMERGENCY DISASTER SITUATIONS"
- CAMPUS SUPERVISION & SAFETY INCLUDING "SCHOOL POLICE" & "SRO's"

COORDINATOR/ LEAD PRESENTER

UCLA Center for Public Health and Disasters "NESSI" - Los Angeles, CA

July 2015 to Present

I assist the Director with Administration, serve as Governmental & Public Affairs Representative, Liaison and coordinate & teach Criminal Justice Courses that are certified by Department of Homeland Security and NESSI: Conflict Resolution, Law and Safety.

Provide consultative services to agencies: Uniform Complaint Investigations, Job Descriptions, Compliance issues, Risk Management & Public Affairs.

Serve as Terrorism Liaison Coordinator "TLO"

Instructor

Rio Hondo College - Whittier, CA

June 1999 to Present

Responsibilities

I teach Administration of Justice Courses both on and off campus:

P.C. 832 Peace Officer Power of Arrest and Search & Seizure

Campus Law Enforcement 832.3 P.C. SB 1627

School Security SB 1626 E.C. 38001.5

Jail Operations

Instructor Certification for Police Academy P.O.S.T.

Juvenile Procedures

Traffic Safety & Driver Education

Advanced Officer Courses to meet P.O.S.T. requirements

Accomplishments

Partnership with Los Angeles County Office of Education

Community development with local adult education programs

Workforce Development program articulation.

Skills Used

Communication & Professionalism

Specialist E-4

State Of California Military Dept - Los Alamitos, CA

Present

Serve as Military Instructor, TLO and Solider

Facilitator

CALIFORNIA DEPARTMENT OF CORRECTION (CDCR)

CONTRA COSTA COUNTY OFFICE OF EDUCATION - PAROLEE EDUCATION PROJECT PLEasant HILL, CA

March 2018 to June 2019

Certified anger management facilitator, substance treatment abuse and recovery program instructor.

Areas included: Process of addiction and recovery, post-acute withdrawal, relapse prevention, stress and

anger management, communication, self-help groups, job skills and employability.

Provided counseling & guidance to convicted felons.

Chief Human Resources Officer/Welfare, Attendance & Safe Schools

Administrator

Banning Unified School District - Banning, CA

August 2007 to June 2015

Responsibilities

I Directed the Personnel functions including uniform complaint investigations, recruitment, selection, examination, screening, classification, compensations, employee/ employer relations, interactive accommodations/reasonable accommodations process, appeals and I served as Secretary to Personnel Commission. Served as district hearing officer over both employee and student discipline/attendance proceedings. Conducted confidential internal investigations relating to employee relations, allegations of misconduct and conducted complex interviews of witnesses and victims. Served as mediator over interactive accommodation process and related areas. Directed district safe schools program including liaison with law enforcement, probation, courts, district attorney and homeland security.

District Supervisor of Welfare, Attendance & Safe Schools (CWA)

Lynwood Unified School District - Lynwood, CA

April 2006 to June 2007

I assisted the deputy superintendent with the daily Administrative Operations of the District including serving as the uniform complaint investigator, liaison with district attorney, sheriffs, probation & courts. Served as superintendents' designee for Saturday school program including all instructional courses, facilities use agreements and staffing issues.

Employee/employer relations, job description review and related labor relations/affirmative action activities. Served as district adjudicator over student attendance and discipline proceedings.

Directed the school security department including 64 officers.



## Instructor

Los Angeles Community College District - Los Angeles, CA

June 1999 to June 2007

## Responsibilities

I taught Administration of Justice both on & off campus to college students who were earning their degrees.

I also taught in the Los Angeles Probation Academy Juvenile law and Ethics.

My activities included sponsoring the AJ Club & Academic Advisement.

## Accomplishments

Development of bridges with local High Schools in order to offer course at their campuses.

Coordination with local agencies to strengthen our AJ program.

## Skills Used

Leadership, community contacts & verbal communication skills.

## Education

Certificate in Human Resource Management

CAL STATE DOMINGUEZ HILLS CSUDH - Carson, CA

January 2020 to May 2020

Masters in governance Program in Public Policy & Governance

California School Board Association - Sacramento, CA

2012 to 2014

Certificates: in Arson/Fire I.C.S. up to 800

California State Fire Marshal - Los Angeles, CA

2012 to 2014

BA in Public Administration

The Union Institute - Cincinnati, OH

1995 to 1997

Certificates: Homeland Security Training in Certified Federal Law Enforcement

## Training

United States Department of Homeland Security - Los Angeles, CA

2012

Certificates: P.O.S.T. Certified Instructor, Internal Affairs, P.C.832

Proctor, Traffic Investigations in Law enforcement California Peace Officer

Standards & Training P.O.S.T.

Rio Hondo Police Academy & Other P.O.S.T. Presenters - Whittier, CA

### **Skills**

- CERTIFIED ANGER MANAGEMENT FACILITATOR
- Legal Research
- Media Relations
- Law Enforcement
- Risk Management
- Public Relations
- Recruiting
- Interviewing
- Proofreading
- Conflict Management
- Legal Drafting
- Employee Orientation
- Branding
- Special Education
- Workforce Development
- Teaching
- Human Resources
- Curriculum Development
- Child Protective Services
- Program Management
- Classroom Management
- Management
- Case Management

## **Military Service**

Branch: CALIFORNIA GUARD

Service Country: United States

Rank: E-4 SPECIALIST

Present

I serve as Soldier and TLO coordinator

Commendations:

Awarded the State Service Ribbon and Certificate of Achievement for outstanding performance during The State of Emergency from The California Military Department.

Certifications and Licenses

Personnel/ Human Resources, Merit System, and School Business Officials

Academies

Certified Anger Management Facilitator

May 2018 to Present

For core training in anger management facilitation and supervision hours required by California association of anger management providers and the national association.

NEWS MEDIA RELATIONS

Present

Basic skills in dealing with major incidents & public right to know & need to know.

AB1725 SPECIAL EDUCATION: BEHAVIORAL SUPPORT TRAINING

October 2020 to Present

Training provided by

Adriana Latrovalis, Education Specialist, BCBA, MA, Burbank USD

Avra Warsofsky, School Psychologist/Program Specialist, BCBA, MS, Foothill SELPA

September 24, 2020

Training Components

- Positive Behavioral Interventions and Supports
- How to Understand Challenging Behaviors

- Data Collection and Analysis to Inform, Plan, and Implement Behavioral Supports
- Evidence-based Interventions for Reducing and replacing Challenging Behaviors
- Restraint and Seclusion

Secret Clearance

### **Additional Information**

University of Southern California School of Public Administration Delinquency Control Institute (DCI)  
97th

Class Certificate Public Administration

Los Angeles City Attorney, Dispute Resolution

Cal State Long Beach: & University of San Diego: Taught C.T.C. Credential Coursework "Health Education for Educators" , Designated Subjects "Supervision & Coordination" and required coursework for clearing credentials "CTE , Special Subjects & Adult Education Teaching Credentials.

- Served as 'Academic Advisor" for Swan Bill, Designated Subjects Teaching Credential Program and BVE program



## Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators

January 2, 2024

Debra Duardo  
Superintendent

To Whom It May Concern:

Los Angeles County  
Board of Education

I am happy to write this letter of recommendation for Bryan Astrachan, CWA consultant, with whom I had the pleasure of contracting on behalf of the Los Angeles County Office of Education to deliver a series of professional learning experiences for our educational leaders.

Yvonne Chan  
President

Stanley L. Johnson, Jr.  
Vice President

Bryan provided a series of four trainings to our administrative leadership candidates on leading and fostering a positive and safe school campus. The classes, which took place on Saturdays at the Arcadia Police Department, were engaging and thought-provoking judging by the myriad questions and discussion items initiated by the participants. Each Saturday revolved around a specific area of school safety including creating and implementing school safety plans, working with local law enforcement agencies, systems and processes for effective communication, laws and liability, and reporting requirements under the California education code.

James Cross

Andrea Foggy-Paxton

Betty Forrester

Theresa Montañó

Monte E. Perez

I appreciated Bryan's professional approach leading up to the trainings. He checked in with me to ensure that he was taking the right approach with the information and wanted to ensure that participants had plenty of time to engage with one another around the learning objectives. The objectives were clear and the content was directly in alignment with the stated learning outcomes. Prior to each of the training dates, Bryan emailed me a copy of the presentation so that I could review it and make any suggestions. I and the participants were extremely appreciative of the abundance of information and resources provided throughout the four training sessions.

I was fortunate to be able to get to know and work with Bryan, as he is the consummate professional. He is well-connected with the law enforcement community and is highly respected by his peers. I enthusiastically endorse Bryan as a consultant, trainer, and expert with regard to all areas of school/campus safety and matters concerning child welfare and attendance. Feel free to reach out to me at (562) 401-5412 if you desire any additional information on Bryan's qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read 'Aaron Dover'.

Aaron Dover, Ed.D.

Project Director III-Educational Leadership Program



**TEMECULA VALLEY**  
UNIFIED SCHOOL DISTRICT

May 2, 2023

Francisco Quiambao, Director  
National Education Safety and Security Initiative (NESSI)  
University of California, Los Angeles, Fielding School of Public Health, Department of  
Community Health Sciences, Center for Public Health and Disasters  
650 Charles E. Young Drive S.  
Room 26-081 CHS  
Los Angeles, CA 90095-1772

Re: Bryan Astrachan, Instructor and Coordinator NESSI

I would like to formally request the continued assignment of Mr. Bryan Astrachan, NESSI Coordinator to our school district and expresses our deep appreciation for his exceptional ethical integrity, educational and law enforcement expertise, and professional demeanor.

Mr. Astrachan has been a valuable consultant to our School Security Officers, providing legal updates on recent court cases and legislative changes that directly impact their legal authority to perform their duties. His ability to effectively communicate complex concepts and maintain the attention of his students is exceptional and highly valued.

We eagerly anticipate the continuation of Mr. Astrachan's training and consulting services, including but not limited to "Effective Safe Schools Leadership for Administrators," "Disaster Services Worker Roles & Responsibilities," "Report Writing", "Search & Seizure," and "Powers of Arrest." His emphasis on the importance of working within an educational environment and collaborating closely with School Administrators and staff has been an invaluable component.

Due to the positive comments from our officers and the high quality of instruction provided by Mr. Astrachan, the Temecula Valley Unified School District would like to continue UCLA "NESSI" for services during the 2023-2024 school year. Please do not hesitate to contact us if you require any further information.

Jason Vickery  
Director of Safety and Security  
Temecula Unified School District



NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT  
Every Student. Future Ready. Our Promise!

NORWALK-LA MIRADA  
UNIFIED SCHOOL DISTRICT  
SCHOOL SAFETY DEPARTMENT  
12820 PIONEER BLVD  
NORWALK, CA 90650  
(562) 210-2214- DISPATCH



*Jesse Toscano  
Chief*

February 20, 2024

This letter is to inform you of my professional recommendation and support of Mr. Bryan Astrachan, Instructor, UCLA, Department of Community Health Sciences. Mr. Astrachan was assigned to our district to certify over forty district security professionals on the mandated Senate Bill 390 requirement by the State of California. In my two decades' experience in the public safety field, I found Mr. Astrachan to be an excellent presenter and trainer in this unique and critical area of public safety.

I feel it necessary to add feedback from our security staff who gave Bryan the highest marks from a survey provided to them to obtain feedback at the end of the training Bryan provided. This is the highlight of what Mr. Astrachan provides in quality and relevant instruction from the audience he is presenting to. Covering the law and requirements, school security professionals are required to understand and apply in the scope of their duties is critical to the overall safety of the students, the staff, and the district. Bryan's approach has made learning best practices and legalese in an easy to understand and interactive format using a range of real-world examples.

In conclusion, I recommend Mr. Bryan Astrachan highly as a trainer and educator for public safety professionals and educators alike. Feel free to contact me for any questions you may have regarding Mr. Astrachans expertise and skill set.

Respectfully,

Jesse Toscano



# University of California, Los Angeles Employee Performance Evaluation Form

Employee Name: **BRYAN ASTRACHAN** Employee ID Number: **10050796**

Job Title: **Instructor** Department: **Community Health Sciences**

Reviewing Supervisor: **Francisco Quiambao** Review Period: **07/2023 to 03/2024**

Job Title: **Director**

Period Supervised by Reviewer:  1 Year or more  Less than 1 Year Time in Position: **10** years  months

**WILLINGNESS TO IMPROVE AND LEARN NEW SKILLS** - He completed updated POST training: Targeted Violence Prevention, Director/Coordinator Orientation, Use of Force: Totality of Circumstances.

**RATING: 5 - Outstanding**

**CREATIVITY AND INNOVATION** - He has continued to create innovative courses at locations that better meet students' needs. Bryan coordinated a staff development day and taught the "School Security for Educators course" to school employees and administrators.

**RATING: 5 - Outstanding**

**CO-WORKER AND TEAMWORK COLLABORATION** - Bryan actively participates in collaborative team meetings.

**RATING: 5 - Outstanding**

**ATTENDANCE** - Bryan has never been absent or late to any of his assignments and can always be counted on.

**RATING: 5 - Outstanding**

**JUDGEMENT AND COMPREHENSION** - Bryan has always utilized good judgement during the most difficult and stressful situations and his comprehension of all instructional areas is incredible.

**RATING: 5 - Outstanding**

**WORK PRODUCTIVITY** - Bryan has developed and coordinated multiple projects while also providing the highest quality of instruction, advisement, program development, marketing & promotion, and consulting.

**RATING: 5 - Outstanding**

**OVERALL EMPLOYEE RATING** - Calculate employee overall rating for this performance evaluation.

**RATING: 5 - Outstanding**

**COMMENTS:** Bryan also serves as coordinator and assists me with all development & training areas. He has an outstanding rapport with students, staff, administration, and faculty members alike. He has a rare ability to impart his knowledge to his students while also maintaining students' attention, always providing the highest quality instruction & academic advisement! He is our Governmental Affairs Representative who works closely with California Department of Education (CDE), Peace Officer Standards and Training (POST), County Offices of Education and law enforcement partners. Bryan is our Threat Liaison Officer (TLO) Coordinator with the Joint Regional Intelligence Center (JRIC), and the Department of Homeland Security (DHS).

I have been provided with the opportunity to review the above performance evaluation. I have discussed this evaluation with my supervisor, and I have been provided a copy of this evaluation for my records.

*Bryan Astrachan*  
Employee's Signature

03-02-24  
Date

*F. Quiambao*  
Supervisor's Signature

3-2-24  
Date





RIVERSIDE COUNTY  
OFFICE OF EDUCATION

EDWIN GOMEZ, Ed.D.  
County Superintendent of Schools

March 20, 2024

To Whom It May Concern:

This letter is to express my sincere appreciation for the outstanding presentations conducted by Mr. Astrachan, Coordinator National Education Safety and Security Initiative (NESSI) conducted training to meet "SB390" Mandated "School Security Training" requirements, conflict resolution, mandated reporting, search & seizure, laws & liability, special needs populations and "other means of corrections" for The Riverside County Office of Education for the 2022-24 school years.

Mr. Astrachan's unique ability to relate the information in a manner that is friendly and understandable while maintaining the audience's attention is noteworthy! Bryan also is "up to date" on all of the current legal and social issues within the Educational areas which is a "Breath of Fresh Air"!

In closing I would like to further share that not only our Security force but, District Administration provided high remarks for Bryan and his presentations including his selection of guest speakers to augment the instructional aspects of the course i.e. "MILLION KIDS " KEEPING KIDS SAFE FROM PREDATORS AND US DEPARTMENT OF HOMELAND SECURITY "CYBER INFRASTRUCTURE "CISA"

It is my hope that we not only have Bryan return for the 2024-25 school year but continue to utilize his expertise in all areas of "Safe Schools" & Child Welfare & Attendance "CWA" related areas!

Sincerely,

Jay Franklin, Campus Security Manager  
Alternative Education  
Division of Student Programs and Services  
P (951)826-4419 F [951]826-4447  
[jfranklin@rcoe.us](mailto:jfranklin@rcoe.us)

Riverside County  
Board of Education

Jamie Azpeitia-Sachs

Kim J. Cousins

Ray "Coach" Curtis

Bruce N. Dennis

Barbara Hale

Ben Johnson II

Elizabeth F. Romero

3939 Thirteenth Street | P.O. Box 868  
Riverside, California 92502-0868  
(951) 826-6530

47-110 Calhoun Street  
Indio, California 92201-4779  
(760) 863-3000

38670 Sky Canyon Drive, Suite 200  
Murrieta, California 92563-2536  
(951) 249-8800



August 01, 2024

To Whom it May Concern:

It is with great pleasure that I write this Letter of recommendation on behalf of a very gifted and talented individual, Mr. Bryan Astrachan. I have had the pleasure of working with Bryan for 24 years. He currently serves as coordinator over training development at the UCLA National Education Safety and Security Initiative and in my absence, he serves as my administrative designee. Most recently Bryan coordinated a staff development day and taught "School Security for Educators course" for employees including Principals & administrators, which was met positively by all!

Since 2012 Bryan has been our Coordinator/Lead instructor for our "Safe Schools Courses". Mr. Astrachan is a leading expert in "Child Welfare & Safe Schools" and he is our instructor for "Effective Safe Schools Leadership for School Administrators" and The Mandated "SB390" California Education Code 38001.5 School Security course. I have evaluated his instructional and delivery methods and found that he utilizes a wide variety of pedagogical principles, and he provides a nurturing and secure environment while performing at the highest optimum levels. He also serves as an advisory committee member providing "cutting edge" updates on the subjects at hand! His expertise in school administration, leadership, school law, safety & security specifically and in law enforcement, and public safety in general make him a valuable contributor to our advisory committee thus furthering our mission nationwide

Bryan is certified in "School Vulnerability Assessments" and serves as one of our lead resources in this area with primary concentration involving the education code, disaster preparedness training for public employees, internal affairs, uniform complaint investigations, employee/employer relations and background investigations. In addition to his training responsibilities, Mr. Astrachan is our governmental affairs representative and works closely with the California Department of Education and law enforcement community partners. In addition, he serves as our "TLO" Coordinating Threat Liaison Officer with the Joint Regional Information Center and serves as a subject matter expert for safe schools, child welfare and attendance "CWA", school law and campus law enforcement.

Bryan is a certified mediator, and he is a certified "Anger Management Facilitator" which has been a positive addition to our program and is often utilized both separately and within his instructional academic advisement functional areas.

I offer my strongest recommendation for Bryan Astrachan. I am confident that he will be a valuable addition to your team. I would be happy to provide any further information that you may require.

Sincerely,

Frank Quiambao

Director

National Education Safety and Security Initiative

Center for Public Health and Disasters

Community Health Sciences

Fielding School of Public Health

frank.quiambao@ucla.edu

562.673.2595

**Bass, Tami V.**

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## Commissioner, Government Employee-Management Relations Board

Tami Bass <tvbass1119@gmail.com>

Sat 8/31/2024 5:12 PM

To:EMRB <emrb@business.nv.gov>

 2 attachments (47 KB)

Tami V Bass Current Resume 03282024.docx; Coverletter for Commissioner EMRB.docx;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Please accept my submission for the above mentioned position.

Please indicate receipt.

Thanking you in advance,

Tami Bass

# TAMI VERNETTE BASS, JD

August 31, 2024

Employee-Management Relations Board Secretary  
3300 West Sahara Avenue, Suite 490  
Las Vegas, Nevada 89102

Dear Secretary:

This letter shall serve as my formal request for consideration for the position of Commissioner, Government Employee-Management Relations Board (EMRB) (Commissioner). I am keenly situated to be an immediate impact as your next Commissioner.

I have presided over hundreds of parole hearings as a Nevada State Parole Board Commissioner (1999-2007). I have been fortunate to have trained hundreds of educators, young people, parents, professionals and church leaders. I am a gifted teacher, instructor, writer, and speaker. I am well versed in the law. I believe one's work should speak for them. I believe my work speaks volumes for me.

From 2008 through January 2014, I served as the Executive Director for Intervention Health Management Services. I oversaw an in-house staff of 35 people and an independent contractor division of 150. I wrote all policies and procedures for all departments including human resources, procurement, outreach, intake, and direct care. I oversaw compliance and training. I will provide uncompromising leadership in the position of Commissioner as the day-to-day activities of the EMRB are carried out in a manner indicative of our state's tradition of excellence. Fundamentally, I understand I will help to facilitate the effectuation of the Board's mission to resolve disputes involving employees in our State.

From 2017 through 2022 I served as Executive Director/Human Resources/Compliance Officer/Credentialing Director/Training Manager for Community Network Counseling Services. I kept everyone abreast of changes in the Medicaid Services Manual and related statutes, rules, and regulations. I developed policies and procedures to cover those changes. I facilitated trainings for the employees. I audited work production and made the necessary adjustments to ensure compliance.

I am intimately knowledgeable of the Nevada Revised Statutes, Nevada Administrative Code, Federal Codes and Statutes. It is also quite apparent to me the necessity to be organized, focused, inquisitive and decisive. The state of Nevada is an ever changing, improving, and growing entity. The Commissioner must be able to operate in a seamless manner that allows the successful and fluid implementation of the policies and procedures pertaining to the work and mission of the EMRB. This position requires resolute leadership with an ability to work with all facets of the community including administrative personnel, governmental officials, agencies, stakeholders, union leaders and most importantly our workers/employees. I have that resolve and the ability to contribute in an exponential manner.

My education has brought me to this point, well equipped and able to fully execute the duties and obligations of the Commissioner. My Bachelor of Science degree as well as my Juris Doctorate degree has prepared me well for this time and this position.

I have always believed and lived by the notion that my success is measured by the success of those I serve. I am value-driven and individual achievement should never and must never come at the expense of others. It is my character to celebrate the individual and the power of the community.

At my core I care personally, I celebrate the process and the impact, and I will always create healthy relationships and community. I am committed to assisting, advocating for, and supporting workers/employees.

As is evident from my resume, I am professionally qualified for the position of Commissioner. I will be an asset to the state of Nevada, specifically the EMRB. I would appreciate an opportunity to meet with you so that we can discuss your expectations for this position. I am unwavering in my belief that upon our meeting, you will be pleased with my professional carriage and abilities.

I do appreciate the time you have taken to review my submissions. I look forward to hearing from you in the very near future.

Sincerely,

Tami V Bass

# TAMI V. BASS

**Consultant/Professional Speaker/Facilitator/Compliance Professional**

**ADDRESS** 2971 North Gateway Road

**PHONE** (702) 591-3055

**EMAIL** tvbass1119@gmail.com

Strategic leader with over 25 years of professional experience in cross functional management and advising, talent and organizational development, building high performing and engaged leadership teams. Proven strengths in strategic planning, critical thinking, effective communication, and change management that have led to achieving ambitious goals across various sectors. Professional and experienced Executive Human Resource individual, with over 25 years of extensive experience as a skilled trainer, facilitator, developer, and educator of policies and procedures. I am well versed in the Nevada Revised Statutes, Nevada Administrative Codes, Federal Statutes, and codes. I possess an in-depth knowledge of Nevada Charter School law as well as charter school best operational practices. Well versed in gauging and directing compliance. Highly motivated, and skilled in organizing, conflict resolution methods, and training; specializing in community outreach, developing excellent collaborative relationships, profile management, leadership training, and facilitating. Successful at developing and improving training programs for employees at all levels. Excellent communicator, planner, and conflict manager with advanced understanding of training needs. Experienced community activist in education and criminal justice issues, i.e., re-entry, voting rights, and prison reform.

## Skills

Proficient and successful educator

Charter School Professional

Charter School Governance

Proven Executive Director and leader

Knowledgeable in adult learning theories

Proficient Leadership Trainer and Facilitator

New-hire onboarding

Knowledge of employment law

Knowledge of criminal law and procedure

Proficient small group instructor

Life and business coach

Public speaking professional

Course development

Compliance professional

Self-motivated professional

Accomplished compliance officer

Training and development

Cultural awareness

Certified Mediator

Re-entry advocate

Community collaborator re: prison reform

Consensus Builder

Astute Presenter developer and facilitator

## Work History

### **Feb 2022 – Credentialing and Compliance Officer/Human Resources**

**Jan 2024** Progressive Psychiatric Services, Las Vegas, NV

- Responsible for securing credentialing with new insurance opportunities.,
- Responsible for providing expertise in writing policies and procedures.
- Responsible for answering all regulatory correspondence.
- Responsible for drafting all employment, contractor, and vendor contracts.
- Successful in representing the company before Administrative Law Judge enabling the company to resume operations.
- Ensured adherence to all statutory and regulatory regulations.

### **Jan 2017- Executive Director/Human Resources/Compliance Feb 2022 Officer/Credentialing Director/Training Manager**

Community Network Counseling Services, Las Vegas, NV

- Responsibilities included talent management, and onboarding,
- Wrote and codified all policies and procedures and
- Developed and facilitated training programs.
- Responsible for overseeing all hiring, grievances, procedures, employee evaluations, and severances.
- Manage new employee orientation training process for more than 30 employees each year.
- Assessed skill gaps for employees in Intake, Transportation and Logistics, Direct Services, Billing and Procurement departments and developed training courses to meet identified needs.
- Wrote and facilitated training and leadership courses for managers and supervisors.
- Responsible for all new business ventures.
- Responsible for drafting all employment, contractor, and vendor contracts.
- Ensured adherence to all statutory and regulatory regulations.
- Monitored all work and ensure compliance with all federal and state regulations.
- Supervised effective working of all subordinates and provided business and managerial assistance to all and developed effective teams

### **Aug 1999- Consultant**

**Current** She Speaks, Las Vegas, NV

- Provide expert testimony in capital cases.
- Consult with re-entry service providers on efficiency of prison, ex-offender programs, and community programs.
- Facilitate workshops for various prison, inmate non-profit organizations.



- Provide long-term strategic planning for business development, policies, and procedures, writing and implementation of policies and procedures, training curriculum development, management and leadership development training, compliance.
- Initiate success of client's organization by improving performance, hiring practices and management systems by developing policies and procedures.
- Boost success of client's organization by improving performance, motivation, job satisfaction, hiring practices, training programs and management systems.
- Liaise with clients, management, and Executive team to better understand client needs and recommend appropriate solutions.

**Sep 2016- Adjunct Professor**

**Apr 2018** *Brightwood College, Las Vegas, NV*

- Included syllabus preparation, counseling enrolled students, grading assignments, and administered examinations.
- Lectured in subject areas such as political science, criminal law, legal method and process, criminal evidence, criminal procedure, ethics, and constitutional law.
- Evaluated and revised lesson plans and course content to achieve student-centered learning
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations
- Graded quizzes, tests, homework, and projects to provide students with timely academic progress information and feedback.
- Organized, prepared, and revised course material.
- Developed curriculum standards, lesson plans and syllabi

**Nov 2008 Executive Director**

**Apr 2014** *Intervention Health Management Services, Las Vegas, NV*

- Responsibilities included overseeing daily operations, for clientele, employees, and facility.
- Provided expertise in writing policies and procedures and developing training programs.
- Responsible for research and interpreting statutes, rules, and regulations to ensure compliance.
- Responsible for overseeing all hiring, grievances, procedures, employee evaluations, and severances.
- Implemented all strategic planning for company.
- Established offices, and services in Pahrump, Reno, and other locations.
- Prioritized and allocated valuable resources to meet business targets.
- Aligned department vision, goals, and objectives with company strategy to achieve consistently high results.
- Spearheaded successful business development initiatives aligned with company's strategy and core competencies.
- Managed teams of 20 professionals focused on improving company initiatives.
- Ensured adherence to all statutory and regulatory regulations
- Monitored all work and ensure compliance with all federal and state regulations.

- Supervised effective working of all subordinates and provided business and managerial assistance to all and developed effective teams

**Aug 1999 - Commissioner**

**Jul 2007** *Nevada State Parole Board, Las Vegas, NV*

- Responsibilities included overseeing parole hearings, to determine outcome and stipulations and conditions of in-mates parole and probation.
- Responsible for making decisions which protected public safety and victims.
- Received, analyzed, and processed evidence regarding in-mates parole from lawyers and other governmental agencies.
- Conducted investigations by questioning witnesses, victims, and other inmates.
- Provided guidance to administrative staff, by answering questions about public relations.
- Wrote policies and procedures for training, of commissioners, board members, and law enforcement.
- Managed, and monitored outcomes for Nevada Revised Statutes, and Nevada Administrative Codes.

**Oct 1999 – Adjunct Professor**

**Jun 2007** *College of Southern Nevada, Las Vegas, NV*

- Responsibilities included syllabus preparation, counseling enrolled students, grading assignments, and administering examinations.
- Lectured in subject areas such as political science, criminal law, legal method and process, criminal evidence, and criminal procedure.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations.
- Utilized various methods, including exams, quizzes, and assignments to assess student comprehension and monitored student performance using automated reporting system.
- Built relationships with students, mentoring on personal, professional, and academic goals while providing coaching on effective study habits.
- Encouraged class discussions by building discussions into lessons, actively soliciting input, asking open-ended questions, and using techniques to track student participation.

## Education

### **Juris Doctorate .: Jurisprudence**

*University of San Diego-School of Law - San Diego, California*

### **Bachelor of Science: Government and Public Affairs**

*Tennessee State University - Nashville, TN*

## Community Affiliations

President Delta Sigma Theta Sorority, Incorporated-Las Vegas-Alumnae Chapter 2017-2019  
 Executive Board Member  
 Executive Committee Member  
 Policies and Procedures Committee  
 Conducted all meetings for over 200 women monthly

Responsible for assisting with preparation of the budget as well monitoring the effectiveness of the budget  
Youth Advisor  
Membership Services  
Scholarship Committee Member  
Farwest Regional Leadership Team Member  
Christian Embassy Worship Center  
Church Administration, Lead  
Church Contracts Administrator  
Church Board Member  
Founder and Board President of the 100 Academy of Excellence, a Public Charter School  
Founder and Chief Executive Officer of the Willie H. Brooks SOAR Academy, a Public Charter School (first single gender school in the state)  
American Cancer Society volunteer, District 4 Lead

**Buchanan, Myles**

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## EMRB Commissioner

Myles Buchanan <mylesbuchanan8@gmail.com>

Tue 8/20/2024 5:47 AM

To:EMRB <emrb@business.nv.gov>

 2 attachments (193 KB)

Myles Joseph Buchanan Resume 07-17-2024.pdf; Myles J. Buchanan CV 07-25-2024.pdf;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,

I hope this email finds you well.

My name is Myles Buchanan, and I am writing to submit my application materials for the open EMRB Commissioner role. I believe my qualifications align well with the requirements of this position, and I am confident in my ability to excel in this role.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Best regards,  
Myles Buchanan

[mylesbuchanan8@gmail.com](mailto:mylesbuchanan8@gmail.com)

929-554-3543

## Myles J. Buchanan

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mylesbuchanan8@gmail.com | (929) 554 3543

Hiring Manager

Hello,

I am thrilled to express my keen interest in your open role. After carefully reviewing the job description, I am confident that my skills and experience make me an ideal fit for this position.

I graduated with a bachelor's degree in communication studies and a minor in Digital Media from Marquette University. My role as the Redevelopment Site Manager & Sr. Site Coordinator for Alstom JFK in New York City has equipped me with valuable expertise in Project Coordination, Human Resource Management, Site Coordination, Site Scheduling, and DEI event planning.

Working directly under the Sr. Project Manager, I have been responsible for providing Human Resource aid to over 500 employees, facilitating daily site-wide meetings, calendar management, attending high-profile meetings, taking notes, contributing to the ideation process, and ensuring appropriate follow-through of relevant action items.

During my tenure at Alstom JFK, I successfully managed the drafting, reviews, revisions, and publications of redevelopment SOPs, permits, reconstruction of the internal internship program, re-ignited the DEI site events, and the redesign of the Spotter Construction training program.

Additionally, I have proven my ability to handle information gathering, coordination, and contract management for the Port Authority of New York and New Jersey.

My experience in case management within a state government agency, combined with my current role, has equipped me to handle sensitive materials and navigate complex regulations with ease, including random drug testing of clients to maintain appropriate eligibility for the Workforce Connection Program.

I am genuinely enthusiastic about the opportunity to bring my skills to your company and contribute to its continued success. I am confident that my unique skill set will make a significant impact on your team, and I am eager to discuss in further detail how I can contribute to your company.

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

Myles Buchanan

929-554-3543

Mylesbuchanan8@gmail.com



# Myles Buchanan

A proven team leader with extensive experience in Human Resource Management, Administrative Duties, Diversity, Inclusion, transportation management, project management, document control, communication skills, and a strong ability to help drive business strategy. Highly motivated, versatile, and thrives in dynamic environments.

New York City, 929-554-3543, mylesbuchanan8@gmail.com

## Professional summary

A proven team leader with extensive experience in Human Resource Management, Administrative Duties, and Diversity & Inclusion. Demonstrates strong project management skills, having successfully led redevelopment projects and optimized resource allocation. Skilled in scheduling, planning, and team leadership, consistently achieving project milestones ahead of deadlines.

## Employment history

### Redevelopment Site Manager & Scheduler, Sept. 2023 - Present

*Alstom JFK, New York, New York*

- Oversee site redevelopment projects, ensuring timely completion and budget adherence - Achieved 95% incident-free rate - Proficient in project management software - Resolved site issues promptly - Improved project efficiency
- Coordinate scheduling for multiple redevelopment sites, maintaining project milestones - Administrative Duties Increased on-time project delivery - Skilled in time management - Addressed scheduling conflicts - Reduced delays
- Led cross-functional teams for site redevelopment, fostering collaboration - Achieved project goals - Strong leadership skills - Mitigated risks - Boosted team productivity
- Implement strategic scheduling and management practices to optimize resource allocation, achieving key milestones ahead of deadlines - Enhanced project timelines - Improved resource utilization
- Meticulously plan and manage site redevelopment activities, ensuring precision in scheduling and adherence to project specifications - Ensured compliance with safety regulations - Achieved 95% incident-free rate
- Facilitate cross-departmental coordination, enhancing team synergy and ensuring seamless project execution.
- Streamlined site redevelopment processes, enhancing project efficiency and meeting 100% of deadlines - Proficient in project management software.
- Facilitated cross-functional team coordination, ensuring seamless project execution and fostering strong team collaboration - Increased on-time delivery.

### Sr. Site Coordinator, Dec. 2022 – Sept. 2023

*Alstom JFK, New York, New York*

- Coordinated site operations, ensuring timely project milestones and optimizing resource allocation.
- Manage and maintain schedules, appointments, conference calls, and travel arrangements for Hotel Sales executives.
- Assist in responding to customer correspondence and requests as needed, and in the Executives absence.
- Implemented safety protocols, reducing on-site incidents and improving compliance rates.
- Facilitated communication between teams, enhancing collaboration and project efficiency.
- Monitored project budgets, achieving cost savings and financial targets.
- Resolved logistical challenges, maintaining project timelines and client satisfaction.
- Monitored project milestones and compliance, ensuring precision in execution and adherence to regulatory requirements.
- Streamlined workflow processes, resulting in a 15% increase in project efficiency and timely delivery.
- Directed cross-functional teams to achieve project objectives, ensuring quality and safety standards adherence.
- Conducted comprehensive risk assessments, mitigating potential issues and safeguarding project timelines.
- Analyzed project data to identify inefficiencies, implementing solutions that saved 10% in operational costs.



## **Talent Acquisition Coordinator, Aug. 2022 – Dec. 2022**

*Abbvie, Chicago, Illinois*

- Coordinated recruitment processes, enhancing candidate experience and reducing time-to-hire by 12%.
- Implemented new tracking system, improving recruitment efficiency and candidate follow-up.
- Collaborated with hiring managers to identify staffing needs, ensuring optimal team performance.
- Analyzed recruitment metrics, providing actionable insights for continuous improvement.
- Supported onboarding processes, facilitating smooth transitions for new hires.
- Demonstrate strong attention to detail, ensuring accuracy and thoroughness in all tasks, while maintaining a high level of organization.

## **Engagement and Inclusion Coordinator, Aug. 2020 – May. 2022**

*Marquette University, Milwaukee, Wisconsin*

- Led diversity initiatives, enhancing student satisfaction by 25%, fostering an inclusive campus culture.
- Implemented inclusion programs, boosting student engagement and satisfaction by 25%, creating a welcoming environment.
- Directed diversity efforts, raising student satisfaction by 25%, promoting an inclusive academic atmosphere.
- Facilitated workshops and activities, promoting teamwork and inclusivity, and successfully integrated feedback from diverse student groups.

## **Education**

### **B.A. Communication Studies, Minor- Digital Media, Aug 2019 - May 2022**

*Marquette University, Milwaukee WI*

Early Graduate with high honors from **Marquette University Diederich College of Communication**

## **Skills**

Human Resource Management (*Experienced*), Concur Travel Booking (*Experienced*), Diversity & Inclusion (*Experienced*), Microsoft Office 365 (*Experienced*), Recruitment (*Experienced*), Scheduling & Planning (*Experienced*), Team Leadership (*Experienced*), Administrative Duties (*Experienced*), Communication Skills (*Experienced*), Document Control (*Experienced*), Strategic Planning (*Experienced*), Safety Protocols (*Experienced*), Quality Assurance (*Experienced*).

## **References**

Marsha Graham, Rail Opps Manager, Port Authority of NY & NJ (*megraham@panynj.gov, 347-454-8294*),  
Audrey Luanne, Sr. Buyer, Alstom Transport (*audrey.luanne@alstomgroup.com, 917-676-0852*),  
Troy Star, City of Henderson, SVU Police Officer (*troy.star@hendernv.com, +1 (702) 575-5877*).

## **Internships**

### **Diversity Events Intern, Aug 2020 - May 2022**

*Marquette University, Milwaukee Wisconsin*

Assisted in coordinating programs to encourage active student involvement, foster a lifelong ethic of service, and enhance student leadership

- Produced and managed on-site and virtual campus events, such as Sip & Paints, a cultural fashion show, Ebony Ball, Diversity Homecoming Week, and campus dances
- Booked talent, secured rooms, and scheduled special events for campus functions

## **Courses**

### **Diversity, Inclusion, and Belonging, May 2024**

*Department of Human Resources of America*

Cortez, Frances

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## EMRB Commissioner

Frances Cortez <franmarcicortez@gmail.com>

Tue 8/13/2024 10:05 AM

To:EMRB <emrb@business.nv.gov>

 2 attachments (271 KB)

Fran Cortez PM Resume.pdf; Fran Cortez PM Cover Letter.pdf;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,

Hope this finds you well.

Please find my attached resume and cover letter for the above mentioned position.

Let me know if you have any questions or need any additional information.

Thank you and kind regards,

Frances Cortez

# FRANCES CORTEZ

4319 Goya St, Las Vegas, NV 89121 | (909) 567.5994 | franmarcicortez@gmail.com

Dear Hiring Manager,

I am eager to bring my expertise in project management and renewable energy to a dynamic and forward-thinking organization. With a solid background in leading energy, construction, and technical projects, optimizing operational processes, and enhancing customer experiences, I am confident in my ability to drive impactful results and contribute to the growth and success of your team. My background in coordinating diverse teams, implementing process improvements, and driving successful project outcomes positions me well to contribute effectively to your organization's goals and initiatives.

Throughout my career, I have demonstrated a strong track record in project management, from overseeing projects from conception to execution to ensuring they are delivered on time, within budget, and meeting quality standards. At NV5, I have successfully collaborated with engineering teams, stakeholders, and contractors, utilizing tools like AutoCAD and GIS to drive project success.

My proficiency extends to Agile and Scrum methodologies, which I implemented at iManage to streamline project delivery and boost team productivity. I have successfully overseen the end-to-end management of our first conflicts manager cloud implementation, which involved coordinating cross-functional teams and effective project planning and execution, we achieved a reduction in project delivery time and an increase in team productivity.

My experience extends to an on prem upgrade, where I demonstrated a keen ability to navigate technical challenges, ensuring successful project outcomes while maintaining a focus on client satisfaction. Additionally, my proficiency in utilizing project management tools such as Microsoft Project, Jira, Confluence, and Smartsheet has allowed me to streamline processes and enhance collaboration within project teams.

As an Implementation Team Lead at Filevine, I led a team through various software projects, maintaining strict adherence to timelines, budgets, and performance metrics. This role also saw me achieve significant milestones such as generating annual recurring revenue of \$300k through successful project delivery. Additionally, my experience at Credit One Bank as a Litigation Support Manager equipped me with robust leadership skills in managing people and projects simultaneously, focusing on efficiency and quality.

At Tesla, my role involved coordinating activities among subcontractors, operations managers, energy advisors, and clients. I successfully ensured seamless project execution by aligning schedules, resources, and deliverables, which led to high customer satisfaction and timely project completions. My strong organizational and communication skills have been crucial in managing diverse teams and maintaining project momentum.

Key strengths I bring to the role include expertise in agile methodologies, strong leadership capabilities, and a strategic mindset focused on aligning project outcomes with organizational goals. I am eager to leverage these strengths at your company to drive efficiency, foster collaboration, and ensure exceptional project outcomes.

I am excited about the possibility of contributing to your organization's success and would welcome the opportunity to discuss in more detail how my background, skills, and passion for project management align with the needs of your organization. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Frances Cortez

# FRANCES CORTEZ

4319 Goya St, Las Vegas, NV 89121 | (909) 567.5994 | franmarcicortez@gmail.com

Tenacious and excellence driven project management professional with over a decade of experience leading large-scale construction and technology projects from design through implementation. Proven expert in project scoping, budget management, strategic planning, project methodologies and improving processes. Highly skilled in resource planning, risk assessment, stakeholder communication, leveraging cross-functional teams, and project deployment. Enthusiastic about seeking a challenging role to leverage my skills in driving efficiency, fostering collaboration, and delivering high impact projects.

## EDUCATION

**University of Arizona | Master of Business Administration, Emphasis in Entrepreneurship**  
Expected October 2024

- GPA: 3.0

**University of Arizona | Bachelor of Science in Organizational Leadership, Minor in Psychology**  
Graduated May 2021

- Summa Cum Laude
- GPA: 3.9

## EXPERIENCE

**Project Manager | NV5 | Hybrid**  
March 2024 – Present

- Lead and oversee multiple gas pipeline design projects, ensuring alignment with client requirements and industry standards. This includes validating proposals, managing scope changes, and maintaining financial oversight throughout project lifecycles.
- Develop and implement comprehensive project plans, including defining scope, schedules, and budgets. Monitor project progress through Key Performance Indicators (KPIs), critical path analysis, and regular status reports.
- Review, approve, and administer contracts and change orders, ensuring accuracy and compliance with project requirements. Coordinate design and financial reviews to support timely project deliverables.
- Coordinate resources and personnel across field engineering, design, and project management teams to ensure effective execution of project tasks and deliverables. Facilitate resource loading and task assignments to streamline operations.
- Serve as the primary point of contact for clients, municipal agencies, and other stakeholders, fostering strong relationships and ensuring clear and effective communication throughout project execution.

**Project Manager | iManage | Remote**  
April 2022 – March 2024

- Spearheaded a high-profile cloud migration project, managing all phases from initiation to go-live. Successfully led cross-functional teams through the complexities of technical project management, resulting in enhanced client satisfaction and additional business opportunities.
- Managed the end-to-end lifecycle of twelve concurrent technical projects, focusing on scope definition, resource allocation, and timeline management. Consistently delivered projects on schedule and within budget constraints.
- Implemented Agile and Scrum methodologies to drive project efficiency and mitigate risks. Collaborated with technical teams to develop and execute effective risk management strategies, ensuring alignment with organizational goals.
- Fostered strong relationships with stakeholders through clear communication and regular updates on project status, requirements, and progress. Ensured alignment between project deliverables and client expectations.

### **Implementation Team Lead (Senior Project Manager Equivalent) | Filevine | Remote**

June 2021 – April 2022

- Directed the end-to-end implementation of software solutions for a diverse range of clients, including small businesses, mid-market, and enterprise clients, ensuring projects were completed on time, within scope, and on budget.
- Managed client relationships throughout the project lifecycle, from onboarding and product training to launch and post-implementation support. Ensured client needs were met and addressed any issues promptly to maintain high satisfaction levels.
- Maintained accurate project documentation, including implementation plans, status reports, and client communications. Prepared and presented project reports to stakeholders, highlighting key achievements and areas for improvement.

### **Litigation Support Manager | Credit One Bank | Las Vegas, NV**

June 2018 – June 2021

- Established a case management and record retention system using SharePoint and Excel, which significantly improved case tracking, reporting, and ease of access for attorneys and paralegals.
- Led and managed the subpoena response team and litigation support team, ensuring timely and professional performance of tasks. Identified and implemented workflow improvements to enhance team efficiency.
- Conducted detailed investigations, research, and analysis for legal disputes and arbitration matters. Assisted in drafting legal documents, including response letters and settlement agreements, ensuring accuracy and compliance with legal standards.

### **Project Specialist Supervisor (Senior Project Manager Equivalent) | Tesla, Renewable Energy| Las Vegas, NV**

September 2014 – June 2018

- Drove initiatives to enhance customer experience by implementing process improvements such as a new help desk and escalation line. This resulted in increased efficiency, shortened timelines, and reduced customer retention issues.
- Coordinated scheduling and project management activities among subcontractors, operations managers, energy advisers, and customers. Ensured seamless execution of projects by aligning schedules, resources, and deliverables.
- Implemented cross-functional solutions to optimize contact center operations, including managing inbound calls and establishing new procedures. These improvements led to higher call volumes, increased Net Promoter Scores (NPS), and reduced customer retention rates.

## **HARD SKILLS**

- Project Planning and Execution
- Risk & Change Management
- Budgeting & Financial Oversight
- Agile, Waterfall, & Scrum Methodologies
- Stakeholder Communication
- Process Improvement
- Leadership & Collaboration
- Complex Problem Solving
- Data Analysis & Reporting
- Resource Loading & Allocation

## **TOOLS & SOFTWARE**

- Jira
- Confluence
- SharePoint
- Smartsheet
- Salesforce
- Tableau
- Zendesk/Freshdesk
- Microsoft Office
- Project Management Office
- G-Suites

Estevez, Emilio


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## EMRB Commissioner

Frances Cortez <franmarcicortez@gmail.com>

Tue 8/13/2024 10:05 AM

To:EMRB <emrb@business.nv.gov>

 2 attachments (271 KB)

Fran Cortez PM Resume.pdf; Fran Cortez PM Cover Letter.pdf;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,

Hope this finds you well.

Please find my attached resume and cover letter for the above mentioned position.

Let me know if you have any questions or need any additional information.

Thank you and kind regards,

Frances Cortez



Emilio Estevez  
2921 Sterling Cove Drive  
Las Vegas, NV 89128  
(310) 770-5681  
[estevez90250@yahoo.com](mailto:estevez90250@yahoo.com)

July 25, 2024

State of Nevada  
Nevada Gaming Control Board

RE: Agent, Enforcement Division

To Whom It May Concern:

I am eager to apply for the position of Agent, Enforcement Division. I have the qualifications and skills that it takes to be successful in this position. I have over 45 years of military and federal government service combined in the administrative and security to include 10years as the Federal Security Officer for the Transportation Security Administration (TSA-DHS).

I have an excellent track record in human resources and supervising personnel combined with, strong leadership and mentoring skills and strong managerial skills. My attached resume shows the highlights from my years of professional experience. I'm confident that I am the employee you are seeking because I have all the qualifications outlined in your job posting.

I would love the opportunity to meet with you and discuss the value I can bring to your agency.

Sincerely,

*Emilio Estevez*

**Emilio Estevez**  
2921 Sterling Cove Drive  
Las Vegas, NV 89128  
(310) 770-5681 – Cell  
e-mail: [estevez90250@yahoo.com](mailto:estevez90250@yahoo.com)

- **45 + years of professional administrative experience managing simultaneous projects and successfully meeting deadlines**
- **Strong oral and written communications, organization and problem solving-skills and Cultivating partnerships**
- **Background in teaching, recruiting, customer service and support**
- **Ability to assess organizational need and implement administrative procedures**
- **Knowledge of administrative and management to include workflow analysis methods, tools and techniques, data types, methodologies, techniques, procedures, processes and systems as they related to the function, mission, capabilities and role of the Acquisition Administration and Program position.**
- **Ability to provide guidance on the management and use of the financial, manpower, and physical resources, and on administrative policies, practices and procedures.**
- **Experienced working with management in the formulation and implementation of office wide policies and procedures pertaining to management and general office administration.**
- **Experience negotiating and administering various contract types of varying sizes and types of agreements**
- **Over 15 years of managing government contracts as a Contracts Officer representative**
- **Knowledgeable in systems for internal controls to promote efficiency and to establish priorities for the allocation of resources.**
- **Experienced in threat Assessments, Data Collection, Inter-Agency Collaboration, Problem Solving**
- **Secret clearance (Previously held TS/SBI)**
- **Fluent in Spanish and Sign Language and can read and write Italian, Portuguese and French**
- **Computer literate to include proficiency in Microsoft Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Microsoft Word, Harvard Graphics and Outlook**

**Work Experience:**

**US Agency for International Development (USAID) Dates of Employment: 01/14/2013 to 08/14/2022**  
**Washington, DC Administrative Officer (GS-14)**

I served as principal advisor to the Bureau for the Middle East (formerly Asia and Middle East Bureaus) on all administrative management matters associated with programs and operations. Developed and advised on administrative requirements for responsible portfolio. Actively participated in developing and implementing administrative management policies.

I interpreted and recommended administrative procedures and policies. Participated in discussions and conferences concerning long-range planning and administrative matters. Provided advice and recommendations, both orally and in writing, on administrative matters. Advised on the administrative

feasibility of operating plans, suggestions, and proposals. Worked with management on planning organizational needs for additional positions and/or equipment.

I routinely provided expert advisory, consultative, and technical services to agency program and line managers on a broad range of Human Resources issues that involve complex and controversial issues. Provided expert advice on both Civil Service hiring and the Foreign Service assignment cycle process. Provided expertise to top-level managers, resolving complex and unprecedented problems in interrelated Human Resources functional areas such as position management, position classification, labor-management agreement negotiations, complaint/grievance and appeal handling, reduction-in-force adverse actions, employee motivation and morale, leave administration, pay administration, performance management, and recruitment and placement. I lead the administrative efforts in the moving of the Middle East Regionalization Platform from the Cairo, Egypt to Frankfurt, Germany. This included close coordination with the Department of State as well as being responsible for coordinating projects within the branch/group and planned, organized, directed, and coordinated international activities related to the carrying out of this process and agency responsibilities. I coordinated, implemented, and planned technical and administrative activities for assigned countries in support of the U.S. Agency for International Development, Middle East Bureau and assisted with activities. I recommended and formulated procedures regarding specific program activities with particular emphasis on implementation of such platform to the agency's international cooperation agreements and cooperation activities undertaken with other countries and international organizations. As the Group Leader I performed such duties as: explaining group goals and objectives to assigned team members and assisted members in organizing to accomplish work; coached, facilitated, instructed, solved work problems and participated in the work of the group; provided information and feedback to the supervisor on performance of the group and individuals; communicated milestones and deadlines to the group and individuals based on supervisor's instructions; observed training needs and relay training needs and requests to supervisor; and informed supervisor of attendance and conduct problems.

**02/13/2022 to 08/14/2022: Detailed to the Bureau for Latin America and the Caribbean, South America (LAC/SA) as the Desk Officer for Brazil**

The Desk Officer is a USAID Mission's Washington representative. The primary responsibility is supporting the mission by communicating and coordinating the flow of information to and from Washington. Key job functions include:

- Advocating for the Mission's agenda (strategy, budget, personnel, etc.)
- Informing the Mission of Washington priorities/perspectives
- Providing the front office and Bureau managers with briefings and background information
- Preparing and maintaining country briefing papers that include:
  - Biographies of key government personnel (USG and Foreign)
  - Mission Contact List
  - Two-page overview of the country program
  - List of Project Implementers
  - General Budget figures
- Representing the Mission to other USAID departments (tech support, LPA, etc.)
- Representing the Mission to other USG agencies (State Department, Commerce, etc.)
- Representing the Mission to other international donor organizations (World Bank, IMF, UN, etc.)
- Representing the Mission to other outside bodies (NGOs, academics, think tanks, etc.)

- Provide the Mission technical/political information on issues that may impact the host country and Mission activities.

Meeting these tasks requires a thorough knowledge of the Mission's current programs and strategy, the host country's current events, USAID/Washington calendars and deadlines.

**08/14/2016 to 11/14/2016: Supported the Mission in Cairo, Egypt as the Acting Deputy Executive Officer.**

Working with the Supervisory Executive Officer, planned, directed, and administered the management program of the Mission. Supervised the Executive Office/ICASS staff and directed the management planning and services activities within the Mission's management and administrative complex.

Developed, interpreted and assured implementation of administrative management policies, regulations and procedures and maintained a constant awareness of and assured compliance with cooperating country statutory regulatory requirements affecting administrative management services of the Mission and its employees.

Established effective working relationships with the Government of Egypt, the business community, and with other U.S. Government agencies, voluntary agencies, nongovernmental organizations (NGOs), other institutions, and contractors operating within Egypt.

Provided direct oversight and appropriate supervision of Mission management information systems.

Procured goods, services, supplies, facilities, and equipment for administrative operation of the Mission.

Served on several boards and committees, including but not limited to the Interagency Housing Board, the Joint Country Awards Committee, and the Post Employment Committee. In addition, as the Deputy /Executive Officer served as the recording secretary for the Post's International Cooperative Administrative Support Services (ICASS) which applied to the management and funding of all shared administrative services abroad and related costs at participating agencies' headquarters ICASS Council when the Council was established.

Developed and prescribed appropriate internal Mission management systems and policies, including Mission Orders and Mission Notices. Planned and directed continuous evaluation of the organization, staffing and services of the Mission and the ICASS operation. Assured optimal use of material and human resources.

Analyzed Mission management requirements and worked with the Controller in the development of the administration and technical support budgets.

Provided overall direction for the Mission's general services functions, which included leasing and maintenance of housing and office space, warehousing, personal property acquisition, disposition and disposal of expendable and non-expendable supplies and equipment. Served as the Property Management Officer, which included Information Technology (computer) equipment. Served as the Chief Technology Officer (CTO) for the labor force contract, which provided most general services support to the mission.

Administered the Mission's security program under the guidance of the U.S. Embassy Regional Security Officer and served as unit Security Officer for the Mission and Information Systems Security Officer.

Performed other duties as assigned by the Supervisory Executive Officer.

**Lockheed Martin**  
**Los Angeles, CA**

**Dates of Employment: 05/11/2009 – 09/03/2010**

**Customer Service Liaison (CSL)**

I provided full-service point of contact between supported management customers and the Shared Service Center (SSC)

I expedited service for critical management areas by: interfacing with Federal Security Directors and other designated officials, identifying their human resources requirements, advocating their needs to the Shared Service Centers, ensuring that management customer concerns were communicated and addressed, addressing questions and resolving problems and by anticipating customer needs based on mission and operational necessity. I enabled an exceptional level of communication and transparency of HR operations for management customers by being in direct contact and effectively assisting with customer relations issues. I provided critical input for oversight, assessment, and planning activities. I was available to consult with and assist any of the senior staff or designee within their assigned areas to facilitate personnel actions, provide feedback to improve processes and ease the process of HR management for TSA managers. A main focus of my job was to coordinate with and provide assistance to the Field in facilitating and resolving HR issues. I did, however, participate in ISTs, Tiger Teams, or process improvement working groups to improve operations and efficiencies. I ensured that the customer appealed to our process by providing them with a strong decision-making driver proposition which demonstrated what our brand had to offer a customer that no other competitor had and how our service or product fulfilled a need that no other company was able to fill.

**TSA – 8100 Lindberg Bay, 2<sup>nd</sup> Floor**  
**St. Thomas, VI 00802**

**Dates of Employment: 12/02/2002 – 07/31/2009**

**Administrative Officer SV-0341-I**

I served what in major airports would be the Assistant Federal Security Director (AFSD) for Operations. I supervised two Program Analyst and one HR Specialist. I was involved in all areas of TSA in our airports in one way or another.

As Administrative Officer I was the Administrative Manager and principal advisor to the Federal Security Director (FSD). I acted as liaison between the Federal Security Director (FSD) and Human Resources of the Transportation Security Administration (TSA) in the areas of human resources, personnel, finance, and procurement. I directed fiscal analysis and research in support of the preparation and administration of complex capital and operating budgets. I participated in the development of strategic long-range planning for the organization. I analyzed plans to determine the impact on administrative processes and operations in order to accomplish mission requirements and I developed recommendations and implemented new or modified guidelines, work processes and operations in order to maintain and/or improve the effectiveness, efficiency or timeliness of processes and information dissemination. I was involved with workflow analysis methods, tools and techniques, data types, methodologies, techniques, procedures, processes and systems as they related to the function, mission, capabilities and role of the Acquisition Administration and Program position.

I served as the acting Deputy Federal Security Director (DFSD) where my duties included: The responsibility to support the Federal Security Director by providing day-to-day operational direction for federal security at the airports projected to have a small to modest size workforce, several checkpoints, and directly involved in the national interest. I supported the FSD in areas such as tactical planning, execution, and operating management for coordinated security services.

I also served as acting AFSD for Screening where my responsibilities included: The responsibility for a staff of security screeners and managers at a medium size airport who conducted screening, managed operations, and

administered laws, regulations and policy pertaining to the agency's aviation security program. The work of the organization impacted all civil aviation security personnel at the specific airports. I exercised final authority for the full range of managerial responsibilities over the staff. Made major recommendations concerning significant internal and external program policy issues affecting the overall organization, such as selections, process control, writing performance criteria, managing personnel in a 24/7 environment, and dealing with individuals arriving from headquarters operations.

**I chaired the Joint Terrorism Task Force (JTTF).**

**Stakeholder Liaison/Customer Service Manager SV-0301-I**

I had the additional duties of Stakeholder Liaison. As such I served as liaison for the FSD with various stakeholders concerned with aviation security policies. I worked closely with the FSD to develop, coordinate, implement and maintain a program to communicate to stakeholders the TSA's policies, programs and directives. I identified and responded to stakeholders' questions, problems, and concerns regarding security. I recommended changes as needed to improve communications with stakeholders. As the principal TSA interface with security stakeholders, I worked to identify and implement best practices to enhance the efficiency and effectiveness of aviation security policies.

As the Customer Support and Quality Improvement Manager I assisted the Federal Security Director (FSD) of the airport in managing and assuring attainment of quantitative and qualitative customer satisfaction goals. I served as a liaison between the FSD and concerned parties at the airport, i.e., the traveling public, air carriers, on-site vendors/retailers, and various groups and representatives from the aviation industry on customer support and quality improvement matters. I designed and conducted complex studies and surveys aimed at improving customer support programs and operating policies and procedures. I analyzed data for process improvement opportunities, identification of performance measures, and resource allocations. I implemented highly visible, national-level customer support programs and quality improvement action plans and continuously evaluated them against established performance baseline measurements. I effectively managed customer concerns and resolved issues or complaints in a timely fashion. I collected, maintained, and created reports utilizing data and survey information. I provided overall technical and administrative direction to the FSD's staff on customer support and quality improvement matters.

**I was the sole liaison between TSA and the Governor and his staff as well as the liaison with all other government agencies and Airlines.**

**Aviation Regulatory Inspector SV-1801-I**

Before we were assigned an Aviation Security Inspector (ASI) I held the Regulatory Inspection position as an additional duty. In this capacity I performed a mixture of basic and routine (but progressively more difficult) assessments/investigations of airport and air carriers to determine security posture; Monitored compliance with applicable transportation security policies, regulations, and agreements; Identified potential problem areas or deviations from prescribed standards; Ensured overall adequacy, effectiveness, and efficiency of security posture. Under limited managerial direction, determined when enforcement action should be initiated and recommended the type of action and level of penalty. I provided guidance to airport(s) and air carriers on the development and/or modification of security plans to ensure compliance with regulatory requirements.

**US Marine Corps – MCB Quantico  
Quantico, VA 22134**

**Dates of Employment: 04/01/1998 – 09/15/2001**

**Personnel Chief Military E-7**

Reserve Component representative to the Joint Requirements-Integrated Office, Office of the Under Secretary (P&R)

I articulated the Marine Corps requirements for DIMHRS-an Integrated Personnel/Pay System for the Department of Defense which included participation in the Analysis of functions from the Marine Corps perspective and directives' research and analysis. I possessed an understanding of present-day personnel/pay systems' capabilities and I proposed standard process to support the Department of Defense and I proposed and developed risk detection and classification, risk avoidance and event recovery directives.

I also served as the Aid-de-Camp for the Commanding General, 4th Marine Division in New Orleans, LA., where my duties included:

1. Managing and coordinating the functions of the Commanding General as well as that of the Chief of Staff;
2. Providing guidance for allocation of personnel and financial resources;
3. Implementing mandated evaluation programs;
4. Administering performance management programs.

**VA Medical Center West Los Angeles  
11301 Wilshire Blvd., Los Angeles, CA 90073**

**Dates of Employment: 11/15/1993 – 05/07/1997**

**Administrative Officer/Health Systems Specialist Series: 0341 GS-12**

I was responsible for providing and obtaining a variety of management services essential to the direction and operation of the organization. My qualifications requirements were extensive knowledge and understanding of management principles, practices, methods and techniques, and skill in integrating management services with the general management of the organization. I formulated and executed the annual budget and carried out cost analysis studies. I controlled, coordinated and approved the acquisition of supplies and equipment and was responsible for all personnel management activity within the Department. I anticipated vacancies to recruit and appropriately submitted timely request to recruit for replacements and I conducted surveys of manpower, budget and space utilization within the department. I established control and guidelines to insure that administrative procedures were accomplished according to Center policies. I oversaw the complex annual inspection requirements including drafting of plans, conducting pre-inspections, developing corrective measures and scheduling of engineering inspections. I counseled management in developing and maintaining sound organization structures, improving management methods and procedures, and seeing to the effective use of men, money, and materials. I collaborated with personnel specialists in finding solutions to management problems which arose out of changes in work which had an impact on jobs and employees. I advised on and negotiating contracts, agreements, and cooperative arrangements with other government agencies, universities, and private organizations. In general, I was the chief of a central administrative unit which provided services to a number of operating divisions, field offices, and other units each headed by an operating manager. The central administrative unit included specialist positions in various areas such as budget, data processing, etc. I had considerable authority to complete personnel actions, obligate funds, make purchases, etc.

**US Marine Corps  
3800 Chosin Ave.  
MCRD San Diego, CA**

**Dates of Employment: 03/16/1979 – 10/01/1992**

**Personnel Manager/Administrative Chief Series: Military E-6**

I wrote clear, concise and complete instructional directives and established and administered the Drill Instructor School Administrative and Formal School Instructional procedures. I supervised the school's 15 man staff and over 200 students annually. I was part of a team and emphasized "team concept" and I emphasized leadership, acute management acumen and technical competence. I prepared and distributed a three million dollar budget for the Marine Security Guard Battalion/State Department and assisted with diplomatic relations working hand in hand with the State Department in the Latin American relations section. I composed, edited and distributed

instructional letters for dignitaries and groups visiting the United States State Department as well as the Marine Corps Recruit Depot and I was responsible for the separation/release from active duty and Permanent change of station for over 1500 Marines. I also established security technology implementation and maintenance within established DoD guidelines.

Worked as an Air Traffic Controller at Marine Corps Air Base Kaneohe Bay, HI

**Education:**

High School - La Salle Military Academy, Oakdale, NY received Diploma in 1978

Air Traffic Control School (ATC) NAS Millington, TN 5/1992

Formal School Instructor's Course, Camp Pendleton, CA 1988

College - National University, San Diego, CA 92037, BBA Business Administration, Graduated in 1998

GSA SmartPay Purchase Card Training for cardholders 2013

GSA SmartPay Travel Card Training for Cardholders 2013

Global Acquisition & Assistance System (GLAAS) for Users 2013

Phoenix Overview

Simplified Acquisition Procedures

Equal Employment Opportunity (EEO) Counselor (2013)

Program Cycle and Project Design Overview (2013)

International Cooperative Administrative Support Services (ICASS) 2015

Intermediate Leadership Skills (ILS) at the Foreign Service Institute (2016)

Internal Control Assessment Process (2016)

Programming Foreign Assistance (2016)

Quality Assurance Basics 6/2016

Building Inter Agency Capacity and Skills 6/2016



Jones, Alexander

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## EMRB Commissioner

Alexander Jones <reno3050@yahoo.com>

Fri 8/23/2024 5:52 PM

To:EMRB <emrb@business.nv.gov>

 1 attachments (25 KB)

New Gen Res 5-22 AA.docx;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Hiring Team,

I am interested in the Commissioner of Government Employee-Management Relations Board career opportunity. With a Bachelor of Science in Business Administration and over 15 years of extensive experience in human resources, labor relations, and agency administration, I am confident I can contribute to the mission of fostering and maintaining effective labor relations between government entities and their employees.

My background as a Labor Relations Manager with the United States Postal Service (U.S.P.S.) has uniquely positioned me for the role. I successfully navigated complex labor relations scenarios, significantly reducing disputes and enhancing organizational stability through strategic union negotiations.

My experience includes:

**Agency Administration:** Managed day-to-day operations, resolved personnel issues, and ensured compliance with organizational policies, mirroring the administrative responsibilities of the Commissioner role.

**Case Management:** Conducted thorough investigations, resolved disputes, and provided expert guidance on employee conduct and performance issues, which directly aligns with the case management duties of the Commissioner.

**Board Meetings and Legislative Relationships:** Drafted reports, managed budgets, and collaborated with key stakeholders, demonstrating my ability to manage and support critical functions within a governmental framework.

My experience at U.S.P.S. required me to build strong relationships across various levels of the organization, from front-line employees to executive management, ensuring a harmonious and productive work environment. I also have a proven track record of using data-driven approaches to improve processes, reduce costs, and increase efficiency.

Given the alignment of my experience with the critical responsibilities of the Commissioner role, I am confident in my ability to transition smoothly and make an immediate impact. I would like to discuss further how my background, skills, and experience can contribute to the success of the State of Nevada.

Thank you for considering my application. I am eager to explore how I can bring value to your team and look forward to the possibility of an interview.

Best regards,

Alexander L. Jones

3050reno@gmail.com

313-208-6150

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## Alexander L. Jones

✉ 3050reno@gmail.com ☎ 313 208 6150

### **Human Resources and Labor Relations Management Expert:**

I am a reactive professional with a Bachelor of Science in Business Administration and over 15 years of extensive leadership experience, including directing an executive search firm and orchestrating human resources and labor relations at the United States Postal Service (U.S.P.S.) Proficient in strategic investigations, leadership, project management, policy development, technology integration, continuous improvement, and legal compliance within dynamic work environments.

### **Summary of Key Required Qualifications:**

Proficiently explained regulations, policies, and rights related to employee relations matters, ensuring comprehensive understanding among stakeholders.

Research, analysis, and interpretation of Federal laws, regulations, and case law pertinent to function and performance, supplying informed counsel and recommendations.

I collaborated with proper officials on U.S.P.S. labor relations and human resources initiatives, contributing to organizational compliance and operational effectiveness.

Guided diverse stakeholders across the U.S.P.S., including managers, supervisors, and employees, on employee conduct and performance issues, supplying tactical advice and practical solutions.

I cultivated trust-based relationships with key stakeholders, building a culture of accountability and transparency.

Demonstrated exceptional coaching abilities, helping managers and supervisors develop effective employee development and performance enhancement strategies.

**Advisory-Technical Competence:** Showed ability to advise on complex labor relations and human resources issues within the United States Postal Services. Proficient in supplying technical guidance and strategic direction concerning employee conduct, performance, and related matters. I will use in-depth knowledge of U.S.P.S. policies, federal laws, Office of Personnel Management (O.P.M.) regulations, and case law to offer sound advice and solutions in navigating intricate H.R. challenges.

**Employee and Labor Relations:** Experience managing employee and labor relations matters within the U.S.P.S., including conducting investigations, addressing grievances, and resolving disputes related to conduct and performance. I skillfully communicated and applied regulations, policies, and rights concerning employee conduct and performance to ensure compliance and fair treatment for all personnel.

**Oral Communication:** Effectively communicated regulations, policies, and rights of conduct and performance issues to diverse audiences within the U.S.P.S. Proficient in conveying complex information clearly and concisely during consultations, meetings, and presentations. A keen and strong comprehension method of people skills in resolving conflicts and fostering positive employee relations.

**Written Communication:** I have authored comprehensive reports, documentation, and correspondence on employee conduct and performance matters, ensuring precise and prompt communication. I will excel in synthesizing complex information and presenting it concisely and engagingly, contributing to increased organizational transparency and accountability.

Operated as an advocate for continuous improvement, proactively naming areas for enhancement and contributing to developing innovative solutions. Researching, Analyzing, Interpreting, and Advising: Used exceptional research skills to gather, analyze, and interpret federal laws, regulations, and case law related to conduct and performance issues.

I have applied this knowledge to give informed advice, strategic recommendations, and solutions to address complex H.R. challenges, ensuring alignment with U.S.P.S. policies and legal requirements.

## **EXPERIENCE:**

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### **Labor Relations Manager**

**United States Postal Service (U.S.P.S.) Detroit, MI**

**April 2019 – March 2024**

- **Negotiated positive relationships with unions:** Successfully negotiated union agreements, resulting in a 20% reduction in labor disputes, enhancing overall organizational stability.
- **Talent Acquisition and Retention Strategies:** Implemented U.S.P.S. innovative talent acquisition strategies, leading to a 15% increase in retention rates in 2022, and used targeted recruitment efforts, resulting in a 25% reduction in time-to-fill critical positions.
- **Cost Reduction and Workflow Efficiency:** Spearheaded initiatives streamlining workflow processes, resulting in a 15% reduction in operational costs and improving service levels.
- **Employee Relations and Investigations:** Managed sensitive employee issues and conducted thorough investigations, contributing to a 30% improvement in employee satisfaction and a 25% decrease in workplace conflicts.
- **Strategic Workforce Planning:** Orchestrated the workforce efforts and perfect staffing levels for productivity growth, resulting in a 10% improvement in overall departmental efficiency.
- **Compliance and Risk Mitigation:** Ensured meticulous compliance with federal and state labor laws, reducing legal risks by 20% through initiative-taking policy reviews and updates.
- **Collaboration with I.T. Departments:** Collaborated with I.T. departments to improve operational efficiency and employee performance, leading to a 15% increase in overall system usability and effectiveness.

**Marathon Recruiters, Inc. Cerritos, CA**  
**Human Resources Manager**

**February 2009 - May 2019**

### **Strategic Operations Management:**

- Streamlined recruitment processes, significantly reducing time-to-fill by 20% and slashing recruitment costs by 15%.
- Executed and refined sourcing strategies, resulting in an impressive 30% enhancement in candidate quality and a substantial 25% increase in retention rates.

### **Digital Presence and Innovation:**

- Successfully executed social media recruitment campaigns, achieving a remarkable 40% increase in candidate applications within six months.
- Used data analytics to perfect job board performance, doubling the company's visibility and effectively attracting top-tier talent.

### **Management and Coaching:**

- Directed and coached a team of subordinate recruiters, fostering professional development and enhancing overall team performance.
- Implemented performance metrics and provided regular feedback, leading to a notable 25% improvement in productivity and a 20% decrease in turnover.

### **Business Affairs Management:**

- Oversaw all internal and external company business affairs, ensuring seamless operations and compliance with industry standards.
- Showed and supported collaborative relationships with key stakeholders, significantly contributing to the organization's growth and success.

### **Reporting and Leadership:**

- Produced comprehensive recruitment reports, highlighting key performance metrics and actionable insights for senior management, easing informed decision-making and strategic planning.
- Led by example, promoting a culture of accountability and excellence within the team, resulting in increased productivity and enhanced cohesion among team members.

### **Workforce Diversity Initiatives:**

- Launched diversity training programs, resulting in a substantial 50% increase in employee engagement scores and fostering a more inclusive workplace culture.
- Collaborated with community organizations to source diverse talent pools, leading to a 35% increase in minority hires over two years.

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### **EDUCATION:**

#### **Bachelor of Science in Business Administration**

University of Southern California • Los Angeles, CA

#### **Associate Arts in Computer Information Systems**

Wayne County Community College • Detroit, MI

Senior Professional in Human Resource Certification (S.P.H.R.)

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### **SKILLS:**

- Proficient in Human Resources practices, policies, and legal regulations, applying this knowledge effectively within professional contexts.
- Demonstrated leadership and exceptional communication skills, pivotal for steering management strategies and supplying guidance within diverse teams.
- Skilled in various H.R. functions, encompassing budgeting, policy implementation, and fostering employee development.
- Possess an extensive knowledge of federal and state employment laws, interviewing techniques, and benefits administration, ensuring adherence to legal and ethical standards in employment practices.

Newkirk, Jo

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## FW: EMRB Commissioner Role

EMRB <emrb@business.nv.gov>

Tue 7/23/2024 8:09 AM

To: Bruce Snyder <BSnyder@business.nv.gov>

📎 2 attachments (49 KB)

HR JN resume updated\_1 2024.docx; JN CL Comm Role.docx;

*Marisu Romualdez Abellar*  
*Executive Assistant*  
*Department of Business & Industry*  
*Employee-Management Relations Board*  
*Phone: (702) 486-4505*  
*Direct Line: (702) 486-6157*  
*Fax: (702) 486-4355*  
[emrb@business.nv.gov](mailto:emrb@business.nv.gov)  
[www.emrb.nv.gov](http://www.emrb.nv.gov)



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**From:** Jo Newkirk <jnewkirk238@gmail.com>

**Sent:** Monday, July 22, 2024 7:34 PM

**To:** EMRB <emrb@business.nv.gov>

**Subject:** EMRB Commissioner Role

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

I wanted to quickly reach out and let you know I would like to apply for your Commissioner-Management Relations Board position for the State of Nevada in the Las Vegas, NV area. I would be excited to apply for this role.

Here are just a few examples of how I can deliver in this role:

- Develop partnerships with companies, key stakeholders, and relevant partners.
- Provide training to stakeholders and other team members.
- Create, lead, and implement the Company's strategic plan.
- Manage day-to-day HRIS Systems, such as Payroll, Training, & Benefit Administration • Proficient in identifying system discrepancies, maximizing team knowledge and productivity by effective training, implementing automation, monitoring, and directing employees/managers of various aspects of human resources management to ensure consistent practices across the Company.



- Collaborate with the C-Suite Executives and Stakeholders to identify, create, change, and implement strategic plans and business objectives.

Please see my attached cover letter & resume. I look forward to hearing from you.

Thank you.

~Jo Newkirk  
(518) 852-2931

EMRB Board Secretary  
State of Nevada  
Human Resources  
Las Vegas, NV

Dear Hiring Manager:

I am an experienced Human Resource Executive with an MBA in Business Management/Human Resources. Over the last 15 years, I have built my career on one simple principle: work harder and smarter. Here's what, specifically, I can deliver to you in the role of:

- My passion for people-combined with an understanding of HR best practices.
- Experienced in hiring, benefits, payroll, performance management, operations, employee relations, and management.
- Incorporated compensation and rewards into performance management that improves employee performance and well-being, increases retention rates, and attracts new talent.
- Increased and provided effective communication strategies that tell a story to educate employees about Company compensation and benefits programs, promoting understanding and appreciation.
- Deliver leadership, coaching, and mentoring on Total Rewards, Perks, and Benefits to all District Managers & Operations team, promoting a culture of transparency and communication along with providing continuous progression.
- Analyzed current processes and proactively identified opportunities to simplify and modify operational processes.
- Recognized as a self-starter, proven to be techy savvy, and works effectively in a diverse culture.
- Expert in labor relations and proven expertise in resolving labor disputes and promoting positive employee relations.

You will not find another candidate who is more organized, better detailed oriented, or as successful as me at problem solving to amazing solutions. I am who you are looking for.

There is much more to share and I am immediately available to have a personal interview with you, to share more extensively, my qualifications that make me the perfect candidate. I look forward to meeting with you.

Thanking you in advance for your thoughtful consideration.

Sincerely,

Ms. Jo Newkirk  
518-852-2931

[www.linkedin.com/in/jonewkirk](http://www.linkedin.com/in/jonewkirk)

## **Positioning HR as a Business Leader for Excellence**

HR expert with over 15 years' experience in the manufacturing, distribution, management consulting, food, and retail industries. Strategic and innovative HR Executive who translates business vision into HR initiatives that improved performance by paying more attention to detail, profitability by transitioning a more cost-effective payroll platform for organizations. Strong relationship management and influencing skills that demonstrate my effective leadership skills. High-energy and results-driven with Union proficiency in labor relations and proven expertise in resolving labor disputes and promoting positive employee relations. Experience working across multiple state jurisdictions/markets. Innovative professional and motivated leader with strong communication and organizational abilities. Reliable, knowledgeable, and highly organized team player with excellent communication skills, strong work ethic, and team building.

### Professional Work Experience

#### ***HRIS Manager/Director, Green Valley Grocery***

*Las Vegas, NV*  
**2023-present**

Manage day-to-day HRIS Systems, such as Payroll, Paid Time Off, Employee Assistance Program, Training, 401K Platform, Employee Health & Benefit Administration to 900 plus employees.

- Proficient in identifying system discrepancies, maximizing team knowledge and productivity by effective training, implementing automation, monitoring, and directing employees/managers of various aspects of human resources management to ensure consistent practices across the Company.
- Analyze future strategic technology enhancements for our HRIS Platforms, and present recommendations to C-Suite management & executives, aligning technology and resources to maximize organization's growth.
- Manage, train, and coach, while also providing strong communication skills with ability to collaborate with cross-functional teams and stakeholders to deliver service and exceed goals.
- Administer audits, garnishments, analyze and provide data on 401K, Benefits and Health Plans, and workers compensation, along with oversight of benefit & compensation costs.
- Improving efficiency and productivity across departments by establishing relationships and operational strategies that meet our company goals.

#### ***HR Director, Consulting Role***

*Las Vegas, NV*  
**2022**

Leading HR programs and projects, conducting research to identify issues, along with providing advice and recommendations for resolving daily HR challenges.

- Implemented and integrated automation for onboarding along with moving away from paper files to electronic. Audited and reviewed workplace, employee and management policies /handbooks, designing, developing and implementing updated policies/handbooks.
- Ensuring compliance by applying my knowledge and expertise of applicable labor laws and regulations, along with providing insight and direction to the business owner, and supervisors in resolving employee relations issues, often participated in disciplinary actions by providing guidance to management.
- Utilized my strong communication skills to foster positive relationships between employer and employees and develop policies and procedures that promote an equitable workplace environment for all employees.
- Managed HRIS/Payroll Platform and processed weekly and bi-weekly payrolls for 350 employees. Produced payroll activities documentation and reports to meet company guidelines and promote transparency.

#### ***HR Director, Nacho Daddy, LLC***

*Las Vegas, NV*  
**2021 to 2022**

Converted new policies into executable plans and departmental procedures. Implemented a new Workers Compensation carrier, saving the Company over \$14,000 annually.

- Rolled out the new Nevada Paid Time Off Leave Policy.
- Employer of Choice characteristic-executed more medical benefit choices, new and better Vacation policy, and administered a new 401k plan.
- Partnered with the Owners and leadership team to spin corporate culture and core values to achieve goals aligned with organizational direction.

- Lead, direct, train, coach, develop, and coordinate policies and initiatives, ensuring legal compliance and implementation of the organizations mission and talent strategy for 550 + employees.

**HR Manager, 24/Seven Enterprises, Inc./Winshipping.LLC**

*Cobleskill, NY*  
**2019 to 2020**

Recruited 100 plus employees during a 3-month period (Peak season), Liaison with 15 plus Operational Managers, Coach and Mentor, Provide Training, Safety and Compliance through rapid HR change and transformation.

- Increased retention by 50% to 80% through a wage analysis by researching competitive starting wages.
- Partnered with the Merger and Acquisition team to analyze and redesign multiple compensation plans into one common plan to increase revenue.
- Oversaw the coordination and participation of external surveys to determine pay practices and market rates.
- Provided recommendations for individuals and companywide programs (modeling through implementation).
- Managing Employee Relations, Develop Policy, Coordinate Training and Development, Recruitment, Performance Management, and Benefits for 300 plus employees.

**HR Director, The Albany Auto Group, LLC**

*Latham, NY*  
**2018-2019**

Transformed, Implemented, and transitioned a more efficient payroll software for the HR Department and 401k benefit package for the company and employees.

- Talent Acquisition & Recruiting, Employee Relations, Performance Management, Benefits, Payroll, & Compensation for 200 + employees.
- Conduct recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews.
- Develop, recommend and implement personnel policies and procedures; prepare and maintain handbook on policies and procedures; perform benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness.
- Administer benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Consulted on regular compensation processes; annual bonus, salary increases, and surveys.

**HR Manager/HR Consultant, Pinnacle Human Resources, LLC**

*Albany, NY*  
**2018-2019**

Performed HR audits of HR delivery systems, built new HR Orientation programs, develop, revise, and maintain HR processes, provide guidance on federal & state regulations, develop employee handbooks tailored to each companies' mission and goals, succession planning, and provided HR metrics, analytics, and trends.

- Building and continuing partnership with CEO's, Owners, and Stakeholders for companies that range from 50 to 3000 + employees.
- Employee /Non-Union/Union Relations/Benefits Administration/Training Competencies.
- Labor relations including but not limited to grievance, arbitration and negotiation.
- Raising proactive issues with managers, identifying solutions, and recommending appropriate action plans.
- Providing companies with targeted human resources support solutions specifically tailored to fit their needs.

COMPUTER SKILLS

Proficient in All Microsoft Office Programs, Windows, PowerPoint, ADP, Paylocity, Paychex, UKG Pro & Ready Payroll, HRIS Software, Concur, and Oracle.

EDUCATION

- **Master of Business Administration, Business Administration & Human Resources**, SUNY Empire State College
- **Graduate Certificate in Human Resource Management**, (Recognized by The Society for Human Resource Management-SHRM), SUNY Empire State College
- **Bachelor of Science, Business Management & Economics**, (Concentration in HR), SUNY Empire State College

Smith, Stephen


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## EMRB Commissioner Application

Stephen Smith <nevadasteve@msn.com>

Thu 8/15/2024 2:48 PM

To:EMRB <emrb@business.nv.gov>

 2 attachments (85 KB)

ResumeGeneralrecent62717.docx; CommissionerEMRB88.14.24.doc;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

This is Attorney Stephen F. Smith. Enclosed please find my cover letter and resume for the position of Commissioner. I am an attorney with an extensive background in public sector labor relations.

Please let me know that you can open and that it is properly formatted.

Please let me know if you need anything else or have any questions.

Thank you for your attention.

Regards,

Stephen F. Smith, Esq  
(702) 338-9322-cell  
(702) 256-9903-phone

3630 Luminal Lane  
Las Vegas, Nevada 89147  
(702) 256-9903-home  
(702) 338-9322-cell  
Nevadasteve@msn.com

Via attachment: emrb@business.nv.gov

August 14, 2024

Government Employee-Management Relations Board  
Attention: EMRB Secretary

Re: EMRB Commissioner

Dear Director and Secretary,

I am an experienced attorney with an extensive background in labor and employment law particularly in the public sector. I have a Juris Doctor degree from Rutgers Law School-Newark. I completed courses in labor and employment law while in law school. I have a working knowledge of Word, Excel, Outlook and Power Point.

I was admitted to legal practice in Nevada in 1991. My background in labor and employment law in the public sector was gleaned primarily from working in Nevada state and local government. I was also an attorney with the U.S. Department of Labor. I was Legal Counsel to the Southern Nevada Health District which is subject to EMRB jurisdiction where I was counsel to the District Board of Health (an elected and appointed board) and the Health District. I provided legal advice and direction on the "Open Meeting Law", "Public Records", hearing process, and represented the District in litigation such as the "Endoscopy-Hepatitis C" matter. I represented the District in Court on petitions for judicial review. I was involved in rulemaking and administrative hearings. The District was represented by the SEIU and had many ongoing collective bargaining issues. Most of these issues were resolved outside of the EMRB, however there were many complaints, grievances and issues.

Previously, I worked for a state agency, the Division of Industrial Relations and was exposed to many aspects of the employment law. The Division of Industrial Relations was the regulator in worker's compensation and was responsible for the federally certified state OSHA (safety and health) program. I handled matters involving claims of discrimination and retaliation. The Division handled "whistle blower" cases. The Division administered the uninsured employers for worker's compensation claims. I had some exposure to Nevada's classified employment system and progressive discipline.

My background in labor and employment law was first gained as a Deputy Regional Solicitor for the U.S. Department of Labor, Region II, New York. I was exposed to all aspects of labor and employment law such as the age discrimination act (ADEA which the Department continued to enforce), safety and health (federal OSHA), Davis-Bacon, child labor and the FLSA (minimum wage and overtime). I also handled employment cases for the Department. I was trained in progressive discipline and worked on discharge/discipline cases. I brought cases in federal district

court for retaliatory discharge under 11c of the Occupational Safety and Health Act. The Labor Department also handled “whistle blower” cases.

For more than eleven (11) years, I was Associate General Counsel for Nevada Power Company and Sierra Pacific, the country=s fastest growing utility (now known as NVEnergy). I was the Litigation Counsel because I handled the litigation defense for NPC and Sierra Pacific as sole or lead counsel. I provided legal advice regarding a unionization/ organization attempt and competition between two unions. The power company was a union environment with employees represented by the IBEW . I also handled employment matters and claims of discrimination. The power company was pervasively regulated by another state agency, the Public Utilities Commission of Nevada. I argued more than six cases before the Nevada Supreme Court and have several published opinions regarding worker’s compensation liens and immunity. Please refer to the list of cases that I handled. I handled some matters before NERC (responding to charges and data requests).

I also completed “Continuing Legal Education” courses on developments in public sector employment law. I am active in the Public Lawyers Section of the State Bar.

Please do not hesitate to contact me for an interview. I can also be reached on my cell phone at (702) 338-9322.

Sincerely,  
s/Stephen F. Smith  
Stephen F. Smith  
Enclosure

#### **CASES BEFORE THE NEVADA SUPREME COURT WITH PUBLISHED OPINIONS**

I have argued at least five or six cases before the Nevada Supreme Court and have published opinions with these cases concerning worker’s compensation immunity, Haggerty v Nevada Power Company, 989 P2d 870, 115 Nev. 353 (1999) and eminent domain, Argier v. Nevada Power, 114 Nev. 137, 952 P2d 1390 (1998) cited in Nichols on Eminent Domain.

I also argued and appeared in Nevada Power v. Eighth Dist. Court, 120 Nev. Adv. Op. 97, 102 P.3d 578 (2004) concerning the” filed rate” doctrine and jurisdiction to hear unfair trade practices. I appeared but did not argue in Flamingo Paradise Gaming LLC, Nevada Tavern Owners Association v. Chanos et als, 125 Nev. Advance Opinion 39 (2009) concerning the Nevada Clean Indoor Air Act.



# STEPHEN F. SMITH

3630 Luminol Lane \$ Las Vegas, Nevada 89147 \$ (702) 256-9903 (home) (702) 338-9322 (cell)  
Nevadasteve@msn.com

## EMPLOYMENT HISTORY AND EXPERIENCE

STEPHEN F. SMITH, ESQ.: Arbitrator, Short Term Trial Judge, Hearing Officer and Traffic Referee (Traffic Judge) since 2010 to present  
*Preside over court annexed arbitration cases, short term trials, administrative hearing officer for the City of Henderson, and Traffic Referee (Judge for Las Vegas Justice Court)*

ARBITRATOR: 1998 to present  
*Eighth Judicial Court-presided over hundreds of case*  
SHORT TRIAL JUDGE: 2006 to present

GENERAL COUNSEL  
SOUTHERN NEVADA HEALTH DISTRICT 2008-2010  
*Las Vegas, NV 89106*  
*Represent District and Board of Health in District Court, before administrative hearings, defend District on liability matters, review and draft agreements.*

LAW OFFICES OF STEPHEN F. SMITH 2006-2008  
*Las Vegas, NV 89120*  
*Staff Counsel to insurance companies-represented clients and insurance company on liability defense in District Court.*

DIVISION COUNSEL 2004-2006  
DIVISION OF INDUSTRIAL RELATIONS  
*Henderson, NV 89074*  
*Represented Division in District Court and administrative bodies on Worker=s Compensation and OSHA matters.*

ASSOCIATE GENERAL COUNSEL 1993-2004  
NEVADA POWER COMPANY  
*Las Vegas, NV 89146*  
*Represented power company on liability defense, claims, real estate, construction, eminent domain, environmental, contracts, transactions, and general matters. Tried cases as sole and lead counsel, argued motions, conducted discovery, depositions, and argued five cases before the Nevada Supreme Court. Four reported decisions.*

TRIAL ATTORNEY 1991-1993  
FIREMAN=S FUND INSURANCE  
STAFF COUNSEL OFFICE -PHOENIX, AZ  
*Represented insured of Fireman=s Fund in state and federal courts in Arizona and Nevada. Represented casinos and Convention and Visitors Authority on premises and liability defense.*

PREVIOUS EXPERIENCE (prior to Nevada)  
DEPUTY COUNTY ATTORNEY-MARICOPA COUNTY-Prosecuted felonies and tried cases to

*juries and DEPUTY REGIONAL SOLICITOR, U.S. DEPARTMENT OF LABOR, REGION II.*

**EMPLOYMENT HISTORY AND EXPERIENCE (*Continued*):**

*SOLICITOR=S OFFICE (Continued): Handled labor and employment cases, represented Labor Department in matters such as OSHA, FLSA, employment, and discrimination .*

**EDUCATION**

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*RUTGERS LAW SCHOOL- NEWARK*

*JURIS DOCTOR*

Editor in Chief, Rutgers Law Record, law school newspaper

*NEW JERSEY CITY UNIVERSITY*

*BACHELOR OF ARTS DEGREE*

Member of Phi Alpha Theta-History Honor Society

**MEMBERSHIPS**

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Member of the Public Lawyer Section-State Bar of Nevada

Attended Public Lawyer=s Conference-2009 to 2014

Training in Open Meeting Law/Public Records/Ethics

Clark County Bar Member since 1991-Active with the CLE Committee

Member of the Nevada Lawyer Editorial Board since 1997

Member of the ADR Section/Committee State Bar of Nevada

ADR Arbitrator Training-1997 to present/Short Term Trial Judge Training 2006-present

Labor and Employment Law Symposium-Jackson Lewis-2011 to 2016

Nevada Government Civil Attorneys Conference-2009 to 2016

Winters, Frederick

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## Request Consideration for Employee Relations Position - Frederick Winters

freddiep15@gmail.com <freddiep15@gmail.com>

Thu 8/29/2024 9:42 PM

To:EMRB <emrb@business.nv.gov>

 1 attachments (46 KB)

Frederick Winters Resume.docx;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Evening,

My name is Frederick Winters and I am requesting consideration for the Employee Relations Government position. Attached you will find my resume which reflects some of my experience in the Human Resource field as both military personnel as well as a civilian. I have 18 years of experience in the field, I've worked in a wide range of areas in HR however, most of my day to day responsibilities reside in Employee Relations.

I look forward to contributing to the team in anyway that is asked of me.

Thank you.

Respectfully,

Frederick Winters

# FREDERICK WINTERS

(762)333-5643 [Freddiep15@gmail.com](mailto:Freddiep15@gmail.com)

6468 Butterfly Sky Street North Las Vegas, NV 89084

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## PROFESSIONAL SUMMARY

14 years of experience in the United States Air Force as a Human Resource Manager, Evaluations Officer, and Superintendent. Self-Motivated, Exceptional Leader, Employee Relations, Problem Solving/Interpersonal Skills, led/mentored/supervised over 70 military/civilian employees.

Excellent verbal/written communicator/Great leadership

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## SKILLS

- Air Force Case Management System
- Employee Relations
- Attention to Detail
- Conflict Management
- Time Management
- Training

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## WORK HISTORY

02/2022 to Present

### Human Resource Manager

#### Hofbräuhaus Las Vegas

- Recruits, interviews, tests and pre-selects applicants to fill vacant positions.
- Plans and conducts new employee orientation to foster positive attitude toward company goals.
- Identifies legal requirements and reporting regulations affecting human resources and ensures policies, procedures and reporting are in compliance.
- Advises in appropriate resolutions of employee relations issues. Constructively addresses employee conflicts and helps resolving work-related problems.
- Investigates employee accidents and prepares reports for workers compensation insurance carrier.
- Investigates and addresses employee concerns.
- Handles any disciplinary processes and formal grievances.
- Prepares employee separation notices and related documentation and conducts exit interview
- Processes payroll and maintains payroll records.

07/2021 to 02/2022

### Human Resource Director

#### Lake Mead Health and Rehabilitation Center

- Prescreen applicants, schedule and conduct interviews, coordinates the drug screen, conducts background and reference checks.
- Ensures timekeeping systems and tools accurately reflect daily status and assists in the development of facility labor cost management reduction strategies; utilizes data and assists in making decisions based on current labor metrics.
- Participates in and supports the facility's Quality Staffing Committee in an effort to meet the facility's turnover goals and supports the RESPECT program.

- Manages facility's Workers Compensation & Occupational Injury Process, including workers' compensation processes with insurance carriers, medical providers, and the assigned TPA.
- Administers and coordinates documentation for all leaves of absence, including FMLA and associated documents.
- Ensures compliance with Affirmative Action including maintaining Applicant Flow Data, Applicant Flow Data Register and Affirmative Action Tally Sheet documentation, in accordance with company policy.

03/2017 to 01/2021

**Human Resource Manager**

***United States Air Force – Spangdahlem AB, Germany***

- As supervisor, oversaw briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression for 5K base personnel and families.
- Liaised w/head-quarters/resolved special leave cases during Covid Pandemic/ensured 450+ members stuck outside of duty location were accounted for.
- Supervise admonishments/disciplinary issues for 5K base personnel/coordinated w/ leadership, updated personnel files for aircraft maintenance unit

02/2016 to 02/2017

**Relocation Supervisor**

***United States Air Force – Osan AB, Korea***

- Direct Supervisor of 8, assembled document receiving line, expedited order receiving process by 50%
- Conducts in and out processing for 900 personnel
- Supervises section to ensure properly counseled individuals on personnel programs, procedures, and benefits.

06/2012 to 02/2016

**Human Resource Generalist**

***United States Air Force – Nellis AFB, Nevada***

- Supervises processes of 10K evaluation reports on military personnel
- Manages Leave Web program for 10K military personnel including 2 prisoner leave status
- Supervises proper counseling of individuals on personnel programs, procedures, employee relations and benefits.

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**EDUCATION**

06/2020

**Associate of Science: Human Resource Management**

***Air University - Montgomery, AL***

Community College of Air Force awarded Associate Degree June 2020  
Graduated with 3.7 GPA

03/2023

**Bachelor of Science: Human Resources Management**

*Columbia Southern University - Orange Beach, AL*

- BA in Human Resource Management.
- Currently maintaining 3.7 GPA
- Dean's List Spring 2022

02/2011

**Airman Leadership School**

Distinguished Graduate

02/2018

**Non-Commissioned Officer Academy**

Academic Excellence Award