

Danielle J. Tellez

EXPERIENCE

INTERIM HUMAN RESOURCES AND RISK MANAGEMENT MANAGER

CITY OF MONTEREY PARK, CA | JULY 2021 – APRIL 2023

Serve in Interim capacity to perform all functions of the City's Human Resources and Risk Management Department as Interim Manager to support newly hired Director

INTERIM DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT

CITY OF MONTEREY PARK, CA | MARCH,2020 – JULY 2021

Serve in Interim capacity to perform all functions of the City's Human Resources and Risk Management Department

DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT

CITY OF COVINA, CA | JUNE 2015 – AUGUST 2019

Manage all functions of the City's Human Resources and Risk Management Department, including, but not limited to:

- Labor Relations
 - Serve as City's Chief Negotiator
 - Employee Investigations/Discipline/Engagement
- Workers' Compensation Administration
- Liability Program and Claims Administration
 - Self-Administered Program
- Employee Development & Training
- Benefits Administration
- Risk Management Program Administration
- Recruitment and Selection
- Classification and Compensation
- Serve as a key member of the City's Management Team

HUMAN RESOURCES & RISK MANAGEMENT DIVISION MANAGER

CITY OF MONROVIA | DECEMBER 2010 – JUNE 2015

Plan, lead, organize, coordinate and perform all functions of the City's Human Resources and Risk Management Department and serve as a key member of the City's Management Team.

As a member of the Executive Management Team' collaborate to find solutions and establish best practices in support of excellent customer service and the organization's future. Lead in the administration of the City's human resources program, including recruitment and selection, classification and compensation, employee recognition, employee development and training, worker's compensation and liability claims administration, and risk management functions. Serve as an advisor to and in support of the City Manager, Department directors and all employees regarding human resource and risk management issues. Coach and develop human resources staff, establish best and modern practices to human resources systems, serve as chief negotiator in labor relations to three recognized employee bargaining units including Police, Fire and General

employees. Conduct and coordinate confidential administrative investigations and recommend appropriate level of discipline; handle most litigated matters.

SENIOR MANAGEMENT ANALYST

CITY OF MONROVIA | JULY 2008 - DECEMBER 2010

Continued to perform duties outlined under Management Analyst II while assuming additional responsibilities. Trained subordinate staff to assume some tasks during transition. Additional activities included assisting HR Director with contract negotiations; attended meetings with three bargaining units and prepared comprehensive reports; researched and recommended language changes for memorandums of understanding; prepared and administered several vendor contracts; reviewed and approved evidence of liability and workers' compensation insurance certificates submitted by vendors and permit applicants; worked on special projects as assigned by the HR Director.

MANAGEMENT ANALYST II

CITY OF MONROVIA | MAY 2005 - JULY 2008

Conduct salary and benefit surveys and prepare detailed reports; administered employee benefit programs; prepared, maintained and processed various personnel documents, files and records; tabulated, prepared and analyzed various reports and made recommendations to Human Resources Director; assisted with liability and workers' compensation claims administration; interpreted and explained Personnel Rules and Regulations, Memoranda of Understanding, City Administrative Policies, and Municipal Codes to internal and external Customers; developed and prepared personnel and safety related policies and procedures; prepared and presented written and oral reports relating to various Human Resources and Risk Management related subjects; conducted and coordinated special studies, audits, and projects as requested by the Human Resources Director. Performed job analysis as needed; prepared, scheduled, coordinated and administered a variety of written employment examinations, including POST certified testing; conducted and coordinated training and development programs; made oral presentations to City Council, Management, and employee groups; assisted in the preparation of the department budget; coordinated and tracked city-wide performance evaluation program; coordinated and tracked damage to City property claims; participated on various city-wide focus groups; respond to inquiries and advised or provided assistance regarding personnel or risk management matters; performed Live Scan fingerprinting as needed; conducted recruitment activities, including examination, interview and background processing; coordinated and processed employee leave requests; coordinated Safety/Wellness Program; prepared and ensured compliance with all State and Federal reporting requirements; reviewed, tracked and made recommendations on liability and workers' compensation insurance certificates submitted by vendors and permit applicants; developed and evaluated subordinate staff.

HUMAN RESOURCES TECHNICIAN

CITY OF MONROVIA | JUNE 2001 - MAY 2005

Performed a variety of specialized technical and routine administrative duties related to various personnel and risk management functions, including recruitment and selection, benefit administration, classification and compensation studies, preparation and maintenance of various correspondence, including staff reports for City Council; maintain department files; assist with workers' compensation and liability claims administration, assist with supervision of subordinate staff. Respond to inquiries from employees, the public and other agencies regarding personnel and/or risk management matters; administration of Safety/Wellness Program; prepare all State and Federal compliance reports (EEO-4, OSHA 300, etc)

ADMINISTRATIVE SECRETARY (PUBLIC WORKS DEPARTMENT)

CITY OF MONROVIA | OCTOBER 1997 – JUNE 2001

Performed a variety of complex secretarial and routine administrative tasks in support of the Director of Public Works and five Division Managers. Supervised and evaluated subordinate clerical staff; reviewed and edited staff reports; developed and typed various correspondence; responded to inquiries from employees and public; in-depth knowledge of public works policies, procedures and events; prepared department payroll and maintained department personnel and general files; assisted with annual budget preparation; took minutes and prepared agenda and minutes of Traffic Safety Committee; maintained petty cash and department expense journal; assisted with bid document preparation and noticing.

ADMINISTRATIVE CLERK II (PUBLIC WORKS DEPARTMENT)

CITY OF MONROVIA | FEBRUARY 1997 – OCTOBER 1997

Performed a variety of general clerical work, including preparation of various documents; processed department invoices for payment; prepared annual purchase orders for five divisions; update departmental policies and procedures; dispatched public works crews to calls for service; assisted with preparation and noticing of various bids; compiled reports; assisted with public works permit process; updated and maintained department filing system.

EDUCATION

California State Polytechnic University, Pomona
Master of Public Administration Degree, 2012

California State Polytechnic University, Pomona
Bachelor of Science Degree, Business Administration, 2009
Emphasis in Human Resource Management

AFFILIATIONS/ORGANIZATIONS

- Independent Cities Risk Management Authority
 - Governing Board Member 2004 - June 2015
 - Claims Committee Chairperson 2013 – June 2015
- Southern California Public Management Association- HR
 - Treasurer-2006-2008
 - Board Member 2005-2008
- Public Agency Risk Managers Association
- California Public Employees Labor Relations Association
- Southern California Public Labor Relations Council
- Council of Self-Insured Public Agencies

REFERENCES

Professional references available upon request.