

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: City Manager

AGENDA DATE: 04/25/06

CONTACT PERSON/PHONE: City Manager, Joyce A. Wilson, (915) 541-4844

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Appointment of Linda Ball Thomas as Human Resources Director

BACKGROUND / DISCUSSION:

To fill the position of Human Resources Director on a permanent basis.

PRIOR COUNCIL ACTION:

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY06
Funding Source: 09010027-01101-09000

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

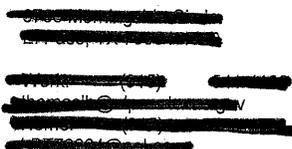
(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____



Linda Ball Thomas

Summary of qualifications

I am responsible for the day-to-day operation of the Human Resources department. I am also responsible for ensuring the integrity of the Human Resources Information (HRIS) and Timekeeping and Testing Systems. While serving as a Personnel Research Analyst I performed project management and employee relations duties. As a Personnel Analyst I routinely conducted personnel recruitments, developed examinations for use in the selection of qualified applicants, and performed a full range of classification duties. As a U. S. Army Personnel Officer I researched and wrote operating procedures, and managed and supervised military and civilian personnel. As a Noncommissioned Officer I managed a dental clinic and supervised personnel.

Education

- Bachelor's of Art Business Administration, University of Puget Sound 1980**
- Master's of Science Human Resources, University of Central Texas, Killeen, TX 1995**

Professional experience

August 15, 2005 to Present
Interim Human Resources Director/Human Resources Assistant Director

- Responsible for ensuring that the strategic and short-term goals of the department are accomplished as expeditiously as possible.
- Responsible for re-writing Civil Service Commission (CSC) rules and regulations to ensure that rules reflect current best practices and presenting them to the CSC for adoption or approval.
- Conducted task analysis studies and analyzed data concerning class specifications, salary studies to complete the City's comprehensive classification and compensation study.
- Serve as the Secretary to the CSC by preparing the agenda, facilitating communications with its members and attending meetings.
- Completion of an updated employee handbook.
- Responsible for administering a 2 million dollar budget.

October 28, 2002 to August 14, 2005
Human Resources Assistant Director

- Ensure that promotional and entrance examinations are administered in a fair and unbiased manner.

- Ensure that the HRIS system is running optimally and that enhancements are included in future budgets.
- Research, write and edit existing policies and procedure to ensure that the department operates utilizing industry best practices.
- Assisted in preparation of the departmental budget.
- Assume the duties of the HR Director in her absence.

March 11, 2001 to October 27, 2002

Personnel Research Analyst

- Served as the Human Resources Project Leader for implementation of the PeopleSoft and Kronos human resources payroll and personnel information systems.
- I was personally responsible for coordination of the project, to include scheduling personnel and arranging for training.
- Continued responsibility to ensure both systems are optimally operated and fully functional.
- On an as needed basis, assisted the Employee Relations Division in investigation of employee grievances and contract negotiations.
- Assisted in training new analysts in the Classification and Compensation Division

November 8, 1999 to March 11, 2001

Personnel Analyst II, Classification and Compensation Section, City of El Paso

- Conducted field and desk audits of positions, prepared job specifications and made preliminary allocation of positions to classes and appropriate salary schedule.
- Conducted task analysis studies and analyzed data concerning class specifications, salary studies and testing.
- Organized meetings to kick off implementation of the City Wide Classification and Compensation Study. Involved in selection of consultant and establishing point factors.
- Served on the committee that established the points to be used in the point factor analysis.

April 1, 1991 to November 5, 1999

Personnel Analyst I and II, Recruitment and Examination Section, City of El Paso

- Researched, designed and wrote position specific examinations, such as, Assessment Centers, Practical Performance, Written and Oral.
- Conducted pre and post analyses of examination results.
- Communicated effectively with Subject Matter Experts and Department heads concerning examination design.

November 8, 1982 to September 21, 1984

Assistant Personnel Management Officer, Headquarters Company /Special Troops, Ft. Hood, TX

- Managed the civilian work force, approximately 30 positions, of the 13th. Support Command, including, but not limited to, monitoring the budget, training and arbitration matters.
- Coordinated with Civilian Personnel Office on all matters affecting personnel assigned to the command.
- Tasked officers for sensitive missions outside the command.
- Supervised military personnel.

December 3, 1980 to November 7, 1982

Executive Officer, U. S. Army Intelligence School-Devens, Goodfellow AFB, TX

- Trained, scheduled, supervised and evaluated personnel working in personnel, intelligence, supply, operations and training.
- Supervised a Military Personnel Office (MILPO) a specialized human resource function that entitles the supervisor to directly submit personnel actions to the Department of the Army.
- Developed and managed operating and capital budgets.
- Directly supervised 23 military and civilian personnel; counseled and motivated soldiers.

September 23, 1973 to February 8, 1978

Noncommissioned Officer in Charge, U. S. Army Dental Clinic, Ft. Lesley J. McNair, Washington, DC

- Managed the McNair dental clinic.
- Supervised, trained, scheduled, counseled, and evaluated enlisted personnel.
- Established and monitored annual supplies and equipment budget.
- Interacted on a daily basis with our clientele, senior military personnel assigned to the three War colleges.

Professional memberships

El Paso Society for Human Resource Management (EPSHRM) member since 1991. Vice President of Membership 2005, President-Elect 2006.

I am a Society of Human Resource Management (SHRM) and International Public Management Association (IPMA) member. I also serve as a member of the IPMA Technology Committee.

Kronos Incorporated Marquis Advisory Board member.

Community activities

Sunday School Teacher, Choir Director and Praise Singer at Apostolic Temple United Pentecostal Church.

Awards received

Merit Increases in 1994, 1998, 2000, 2002, 2003 and 2004.

References

Available upon request.