**Juliana M. Spath**

P.O. Box 288, Averill Park, NY 12018

Juliana.Spath@outlook.com • (518) 598-8293

**Summary**

A dynamic, proactive, and people-driven professional with progressive experience in human resource management. Exhibits a proven ability to provide critical support in the development and implementation of HR strategies that achieve business results. Develops constructive and cooperative working relationships with others, and maintains them over time. Encourages and builds mutual trust, respect, and cooperation among team members. Exhibits a disciplined and flexible problem-solving approach that balances business goals with employee needs. Exhibits comprehensive abilities in communication, listening, decision making, problem solving, analytics and critical thinking.

**Key HR Qualifications**

HR Best Practices Employment Law

Compensation & Benefits Management Employee Relations & Diversity

Staff Coaching & Mentoring Organizational & Learning Development Employee Performance Management Talent Acquisition & Talent Management HR Policy, Process & Systems Design Workplace Immigration

**Additional Skills**

Extensive knowledge of technological programs, applications and software

HR\People Management systems include: People Admin, Oracle, Paychex, ADP and ABRA

**Professional Experience**

Albany College of Pharmacy and Health Sciences Dec 2009-Nov 2019

**Human Resources Manager** Jul 2014-Nov 2019

**Worked in partnership with HR Leadership to create, implement, and manage improved HR strategies, services, and programs to support the college workforce in support of strategic business goals.**

* Assisted with planning, developing, evaluating, improving, and communicating methods and techniques for selecting, promoting, compensating, evaluating, and training workers.
* Maintained a current and thorough knowledge of federal and state laws and regulations governing employment, as well as, all college policies and practices.
* Ensured legal compliance by monitoring and implementing applicable human resource federal and state requirements.
* Counseled supervisors, managers and employees on various HR topics including application of policy and legal compliance, employee relations, recruitment strategies, performance management, benefits, compensation, retention, and organizational effectiveness.
* Investigated problems, such as working conditions, policy administration, disciplinary actions, and provided counseling on problem resolution.
* Administered compensation, benefits, and performance management systems.
* Prepared and evaluated job descriptions for new positions, promotions and reclassifications, determined occupational classifications, and salary recommendations; provided advice on the resolution of classification and salary complaints and other related compensation matters.
* Conducted and completed salary surveys for compensation analysis and market comparisons.
* Analyzed and modified compensation and benefits policies to establish competitive programs and ensures compliance with legal requirements.
* Assisted with planning, developing and executing management of group benefit and retirement plans, including strategically planned and implemented design changes, cost analysis, market analysis and budgeting on existing and new benefit plans.
* Acted as final authority on technical interpretation of plan provisions and corresponding plan documents.
* Developed communication materials to help employees understand the benefits offerings and make informed decisions in their enrollment elections.
* Conducted regular audits and reviewed processes, documents, and workflows to ensure data quality, process effectiveness, and compliance with program and regulatory requirements.
* Managed leave administration and workers compensation claim programs.
* Collaborated with HR team on recruitment initiatives including search planning and placement, and guiding and participating in recruitment screening, interviewing, and hiring process.
* Collaborated with HR team on onboarding; planned and conducted new employee orientation to foster positive attitude toward organizational objectives.
* Coordinated and conducted various staff training needs using on-line and face-to-face trainings methods.
* Reviewed HR processes to deliver consistent and effective HR service.
* Provided guidance and mentoring to HR team.

**Compensation and Benefits Specialist** Dec 2009 - Jul 2014

* Assisted with planning, developing and executing management of group benefit and retirement plans, including strategically planned and implemented design changes, cost analysis, market analysis and budgeting on existing and new benefit plans.
* Acted as final authority on technical interpretation of plan provisions and corresponding plan documents.
* Assisted with managing benefits brokerage and vendor relationship, benefits strategy and renewals.
* Managed leave administration and workers compensation claim programs.
* Developed communication materials to help employees understand the benefits offerings and make informed decisions in their enrollment elections.
* Managed job descriptions and evaluated the compensation with respect to the recruiting and placement practices and procedure.
* Conducted and completed salary surveys for compensation analysis and market comparisons.
* Worked closely with HR team on recruitment initiatives including search planning and placement, and guiding and participating in recruitment screening, interviewing, and hiring process.
* Worked with the HR team on onboarding; plans and conducts new employee orientation to foster positive attitude toward organizational objectives.

Albany Molecular Research, Inc., Albany, NY Feb 1995 - Nov 2009

**Benefits Manager 2003 – 2009**

**Worked in support and in partnership with HR leadership to create, implement, and manage improved HR strategies, services, and programs to support a global workforce during organizational growth.**

* Managed and administered compliance and communication of all benefits plans and programs, including stock purchase, pension and 401(k) plans for union and non-union employees.
* Planned, developed and executed management of group and individual benefit plans for US and global subsidiaries.
* Strategically planned and implemented design changes, cost analysis, market analysis and budgeting on existing and new benefit plans, including RFP solicitation.
* Acted as final authority on technical interpretation of plan provisions and corresponding plan documents.
* Ensured legal compliance by monitoring and implementing applicable human resource federal and state requirements.
* Supervised and coordinated work activities of benefits staff.
* Advised management and staff on various HR topics including application of policy and legal compliance, employee relations, recruitment strategies, performance management, benefits, compensation, retention, and organizational effectiveness.
* Provided support with recruitment, employee relations, performance management, new hire orientation, project management and compensation.
* Managed and administered HR policies and procedures.
* Developed and facilitated training programs for employees on web-based benefits enrollment and stock incentive grants.
* Managed leave administration programs.
* Involved with HR implementation of company’s global enterprise management system.

**Benefits Administrator 1998 - 2003**

* Developed and administered benefit plan enrollment and HRIS data-entry protocol of new employees through multiple acquisitions. Increasing project management responsibility with each acquisition.
* Led annual enrollment procedures and created and designed communication programs for dissemination of benefit plan information.
* Provided recommendations on plan design changes, based on cost and market analysis.
* Led new hire orientation including establishing guidelines and processes for the coordination of orientation scheduling and training for scientific and non-scientific positions.
* Administered relocation and immigration processes; trained HR staff on processes.
* Team member on the implementation of a new HRIS.
* Administered stock purchase plan enrollment activities.
* Provided training to HR staff on recruitment activities.

**Senior Administrative Assistant 1995 – 1998**

* Provided administrative support to the Director of Human Resources for recruitment, compensation administration, performance management, employee relations, policies and procedures.
* Developed and administered fundamental processes for recruitment activities.
* Developed and administered fundamental processes and tracking systems for employee relocation, including vendor selection and contract negotiation.
* Established HR recordkeeping procedures for personnel files and other HR related functions.
* Involved with implementation of company’s first HRIS technology.

**Other Work Experience**

Held various administrative support positions in the banking, leasing, printing, and entertainment industries.

**Education and Training**

BS Degree, Business, Mathematics & Economics, Empire State College

 Concentration in Human Resource Management

Dale Carnegie Training – Certification

Leadership, Negotiation Skills, Time Management and Organizational Training

Completed Welfare Benefits and Retirement Plan modules toward CEBS Certification

SHRM-SCP Certification – in process (exam scheduled for January 2020)

**Professional Affiliations**

Member – Society of Human Resources Management (SHRM)

Member – College and University Professional Association for Human Resources (CUPA)