

KIMBERLY A. MANIGAULT, ESQ.

EXECUTIVE LEADERSHIP AND MANAGEMENT

Dynamic, results oriented executive. Innovative and organized with a track record of developing sustainable programs and successful project management. Outstanding communication and interpersonal skills with a reputation for building inclusive relationships. Independent self-starter and who builds effective teams and fosters collaborative efforts, providing motivation to drive excellence. Strong critical thinking and problem solving with proven success in challenging environments.

CAREER HIGHLIGHTS

*Leadership * Collaborative Relationships * Project Management*

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| ◆ Visionary Leadership | ◆ Excellent Writing Skills | ◆ Diversity/EEO |
| ◆ Strategic Planning | ◆ Fiscal Accountability | ◆ Coaching |
| ◆ Building Collaborations | ◆ Compliance/Investigations | ◆ Team Building |
| ◆ Conflict Resolution/Mediation | ◆ Legal Advisor | ◆ Formal Presentations |
| ◆ Training & Development | ◆ Problem Solving | ◆ Technology Integration |
| ◆ Benefits Administration | ◆ Recruitment | ◆ Human Resources |
| ◆ Project Management | ◆ Wellness Initiatives | ◆ Vendor Management |
| ◆ Safety Initiatives | ◆ Negotiations | ◆ Operations Management |
| ◆ Academic Instruction | ◆ Community Outreach | ◆ Labor and Employee Relations |
| ◆ Data Driven | ◆ Ethical Standards | ◆ Marketing and Promotions |

ORGANIZATIONAL DEVELOPMENT HIGHLIGHTS

- Implemented Strategic Plan for Office of Human Resources
- Developed Supervisors Success Academy
- Developed Process College to ensure uniform processes, procedures, and protocols
- Developed Civility Ambassadors - CUPA-HR, 2017 Innovation of the Year National Award
- Established a One Year New Employee Orientation Program
- Developed Innovative Cross-Functional Collaboration Experience (Job Shadow) Program
- Developed a Mentoring Program
- Developed a Community Services Volunteer Program to encourage community engagement
- Presidential Leadership Institute, Leadership Development Institute
- Developed Wellness Committee, grant, initiatives: wellness fair, annual health challenge
- Employee Recognition and appreciation initiatives
- Developed and implemented HR effectiveness surveys, employee suggestion program
- Developed Employee Coaching Program

OPERATIONAL HIGHLIGHTS

- Launched automated processes: applicant tracking, benefits, evaluations, training, forms
- Developed Merit-based performance appraisal system
- Strategic Position Review Process to evaluate job requests
- Developed Separation/Exit Processes to ensure efficiencies
- Coordinated early retirement incentive, reduction in force (layoffs) programs with sensitivity
- Manage RFPs and vendor changes, healthcare, STD, FSA, TPAs for WC and UC, Training
- Established 403(b) Retirement Committee
- Developed Classification and Compensation System for management and supervision
- Initiated Healthcare Dependent Audit to reduce healthcare costs
- Reduced Unemployment Compensation (75% CCAC, 200% CSU)
- Reduced Workers Compensation rate from highest to lowest rate of state colleges (OH)
- Established Safety Committee, initiating safety policies, procedures, and programming
- Developed transitional work program for injured workers

DIVERSITY, EQUITY & INCLUSION HIGHLIGHTS

- Developed Diversity, Equity and Inclusion Certificate Program for Employees
- Most Promising Places to Work for Community Colleges – 2018 through 2023 (National)
- Developed Employee Diversity Recruitment Initiative
- Coordinated Equal Employee Opportunity Commission (EEOC) Community Conference
- Initiated Cultural Diversity Committee
- Facilitated Racism Student Circles
- Grant writer and managed funds to support DEI
- Established Diversity, Equity, Inclusion as factor in annual performance appraisals
- Support for Employee Resources Groups (ERG's)
- Conduct Civil Rights/EEO Investigations

PROFESSIONAL EXPERIENCE

VICE PRESIDENT FOR HUMAN RESOURCES

2015-Present

Community College of Allegheny County, Pittsburgh, PA

Chief Human Resources Officer (CHRO). Serve as member of the president's cabinet. Lead employee organizational development, talent management and human capital initiatives to effect innovation, change, and collaboration. Lead, develop and implement strategies and objectives in human resources and talent engagement, including labor and employee relations in a multi-union environment. Oversight of all HR programs and services, including recruitment and employment services, leave management, reward and recognition, employee benefits programs, employee assistance programs, HRIS, wellness, classification and compensation, position management, professional development and training, organizational development and

effectiveness, communications, new employee orientation, performance management, personnel policies, corrective action, legal compliance, and the full range of HR operations.

DIRECTOR OF HUMAN RESOURCES (CHRO)

2005-2015

Central State University, Wilberforce, OH

Managed, led and implement strategies and objectives in HR, responsible for labor relations in a multi-union environment, employee relations, EEO/diversity, recruitment and selection, employee benefits programs and negotiations, employee assistance programs, classification and compensation, training and development, performance management, personnel policies, disciplinary procedures, legal compliance, worker's compensation, and all other HR matters.

LEAD ATTORNEY

2002-2005

Mahoning County Child Support Enforcement Agency (CSEA) Division

Mahoning County Job & Family Services, Youngstown, OH

Managed legal department at CSEA. Participated in executive planning, programming, operations, and delivery of services. Served as programmatic legal advisor. Addressed and resolved child support issues, hearings and disputes. Oversaw and managed staff of attorneys, fraud and benefit recovery investigators, and child-care program social workers

HUMAN RESOURCES ADMINSTRATOR (CHRO)

1994-2002

Mahoning County Job & Family Services, Youngstown, OH

Managed human resources department of combined agency; responsible for labor contract administration and negotiations with multiple unions; employee relations, employee benefits programs, diversity initiatives; classifications and job descriptions; performance evaluations, disciplinary procedures and personnel policies, training and development; recruitment and staffing, and all other HR matters. Managed police department and information technology.

LEGAL EXPERIENCE

STAFF ATTORNEY

- ❖ **Indiana Family & Social Services Administration, Indianapolis, IN** **1992-1993**
- ❖ **Indiana Department of Natural Resources, Indianapolis, IN** **1991-1992**
 - **State Agency:** Provided legal representation, counsel, and advise to state agency and county agencies; responsible for representing and conducting administrative hearings, provided training and development, investigate claims, present arguments before State Commission.

- ❖ **Legal Services Organization of Indiana, Inc., Indianapolis, IN** **1989-1991**
 - **Legal Aid:** Provided legal representation to indigent clients at non-profit service agency; responsible for full litigation of general civil law matters, including consumer affairs, housing and landlord-tenant cases, domestic relations, public benefits and poverty law matters; performed community outreach to organizations, client population, and general public regarding issues affecting the indigent. Performed community outreach regarding legal matters for the indigent.

ACADEMIC INSTRUCTION

Central State University, Adjunct Instructor **2008-2010**
Graduate MEd Program Course: Personnel Management in Higher Education
Undergraduate Courses: Business Law, First Year Experience

Youngstown State University, Adjunct Instructor **1998**
Undergraduate Courses: Business Law

EDUCATION

- ❖ University of Texas School of Law, Austin, TX
Juris Doctor (JD)
- ❖ The Ohio State University, Columbus, OH
Bachelor of Science in Business Administration (BSBA)

LICENSES

- ❖ Supreme Court of Ohio, License to Practice Law, Ohio Bar Admission
- ❖ Supreme Court of Indiana, License to Practice Law, Indiana Bar Admission

CERTIFICATIONS & PUBLICATIONS

- ❖ Duquesne University, Professional Coach Certificate Program, Professional Coach, (ICF)
- ❖ Harvard University, Negotiations Certificate
- ❖ Cornell University, Policy Review Certificate
- ❖ Dayton Mediation Center, Basic Mediation Certificate
- ❖ Pittsburgh Mediation Group, Basic Mediation Certificate
- ❖ Conflict Management Services, Inc., Divorce Mediation Certificate
- ❖ Publication (Book): *Victory in the Workplace*, Xulon Press