

Elizabeth McCafferty

SUMMARY OF QUALIFICATIONS

-
- Twenty-five+ years human resource management and labor relations experience
 - Hands-on experience administering employee benefits, FMLA, workers compensation and unemployment claims
 - Written hundreds of job descriptions and HR policies and procedures
 - Negotiated over 75 labor agreements using traditional and interest-based bargaining
 - Led RFP process and selection of new benefit carriers

EDUCATION

-
- | | |
|---|-------|
| Master of Labor and Human Resources
College of Business, Ohio State University | 12/94 |
| Master of Public Administration
School of Public Policy and Management, Ohio State University
Specialization in Labor and Human Resources | 6/92 |
| Bachelor of Arts
College of Social and Behavioral Sciences, Ohio State University, Major in Sociology;
Concentrated studies in labor relations and human resources; Dean's List; Member of Phi Eta Sigma and Alpha Lamda Delta scholastic honoraries; President of Alpha Chi Omega | 8/90 |

EXPERIENCE

- | | |
|--|--------------|
| Director of Human Resources, Cuyahoga Metropolitan Housing Authority | 4/15-Present |
| <ul style="list-style-type: none">• Responsible for all human resources policies and programs for the Authority with approximately 650 employees and eight bargaining units. Oversee employee benefits, recruitment, employee relations, and wellness programs.• Human Resources Department recognized as the CMHA Department of the Year in February 2019 and received Crain's Cleveland Business Virtual Excellence in HR Award 2020.• Leads effort to enhance Healthy Living Wellness Program resulting in over 30% of full-time staff enrolling in wellness activities. New programs include monthly educational sessions, on-site weight loss program, annual wellness fair, employee garden, direct primary care benefits, and wellness points/incentives. Program recognized with Healthy Worksite Award by the Health Action Council of Ohio in 2019, 2020, 2021, and 2022.• Co-Chair DEIB Committee.• Streamlined the recruitment process reducing average time to fill a vacancy. Results were obtained through diversified recruitment efforts; development of an online approval process, on site career fairs, and implementation of a new on-boarding assessment survey of all new hires to seek their input on the recruitment process.• Lead annual labor- management healthcare committee.• Automated employee benefits through online enrollment, new employee benefits website, virtual open enrollment training, and development of an online manual to help employees register for online benefits. | |
| Executive Recruiter/Human Resources Consultant, Gans, Gans, and Associates | 2005-4/15 |
| <ul style="list-style-type: none">• Recruited executive-level candidates for clients (primarily public housing authorities, charter schools, municipalities, non-profits), conducts interviews, facilitates selection process with agency governing board/hiring authority, and ensures successful candidate on-boarding.• Conducted organizational assessments and human resources file audits for clients and provides recommendations to improve operations.• Developed personnel policies and procedures, including performance appraisal forms.• Conducted job analyses and wrote job descriptions.• Conducted training for clients on human resource issues such as effective discipline, team building, leadership and sexual harassment.• Conducted salary surveys, analyzed salary and benefit information and prepared compensation reports. | |

Human Resources Administrator, City of Macedonia, Ohio

4/13-4/15

- Managed all human resources, employee benefits, workers compensation, and labor relations for a municipal workforce of 170 including on-boarding, FMLA, COBRA, exit interviews, personnel files, employment verifications, unemployment, worksite wellness and safety, and drug testing.
- Successfully negotiated five collective bargaining agreements as chief spokesperson.
- Led selection, open enrollment and transition to new health insurance provider, resulting in a first-year savings of over \$250,000.
- Implemented new employee wellness program.
- Led initiative to secure a Bureau of Workers Compensation Safety grant resulting in close to \$40,000 for new equipment to reduce cumulative trauma injuries.
- Led initiative to bring City into OSHA/PERRP compliance via written plans, hazard assessments, training, and personal protective equipment.

Assistant Director of Human Resources, Cuyahoga Metropolitan Housing Authority

7/02-4/03

- Supervised areas of employee benefits, personnel administration, recruitment and workers compensation.
- Coordinated implementation of new employee background check service, COBRA/HIPAA administration and new employee assistance program.
- Assisted with RFP process for employee benefits, coordinated open enrollment process and presented health insurance options to employees.
- Served as interim Benefits Manager, managing enrollment and health insurance invoices.
- Coordinated policy manual and job description revision processes.
- Voluntarily resigned due to family relocation out of state.

Chief of Personnel Management, City of Cleveland

7/99-2/02

- Supervised areas of employee benefits, personnel administration, recruitment personnel records, and workers compensation for fourteen departments, covering approximately 8,500 full-time employees.
- Coordinated in-house executive recruiting, resume screening, interviewing and critical hire selection reporting directly to Mayor.
- Assisted with RFP process for employee benefits resulting in over \$1 million in savings, coordinated open enrollment for over 8,500 employees, and presented health benefit plan changes to employees.
- Developed new centralized recruitment process.
- Served as Interim Workers Compensation Manager for four months responsible for reviewing and certifying 20-30 claims per week, developing new employee safety newsletter and revising accident reporting process.
- Served as Interim Labor Relations Manager with over 30 bargaining units.
- Served on task force to develop new transitional work policy and injury leave benefit.
- Conducted in-service presentations.
- Reported directly to department director, served as acting director as requested.

Deputy Director of Field Services, Ohio School Boards Association

7/95-7/99

Labor Relations Specialist, Ohio School Boards Association

11/92-7/95

- Managed labor relations and human resources consulting services.
- Served school boards as chief spokesperson during contract negotiations, impasse proceedings and grievance arbitration hearings.
- Monitored division budget and billing practices.
- Developed and presented professional development training programs on labor relations and human resources issues for school district superintendents, administrators and school board members.
- Served on State Superintendent of Ohio's Sexual Harassment in Schools Task Force.
- Collaborated with State Employment Relations Board and the Ohio Education Association on statewide research project on the effect of interest-based bargaining on school district negotiations.
- Developed new job description service which entailed conducting job analyses, facilitating focus groups, and writing job descriptions.
- Analyzed early retirement incentive plans for costs/savings.
- Conducted research and wrote articles on human resources issues for association publications.

ACTIVITIES

- President, Northeast Ohio Chapter of the Public Sector Human Resources Association for Human Resources (formerly IPMA-HR) for 2017-2018, Board Member/Immediate Past President 2018-19, Board Member 2023-2024.
- Singing Angels Alumni Organization, elected Secretary, 2013-2015, Vice President 2015-2017, Board Member 2017-present
- Girl Scout Troop 70943, Troop Leader, 2011-present, 2017 Appreciation Pin Award for exemplary volunteer service
- BBHCSD PSO Board, VP Fundraising- 2013-2015, Room Parent Coordinator 2016-2017