



MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC# 028-2015

LETTER TO COMMISSION

TO: Mayor Phillip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: January 21, 2015

SUBJECT: Assistant Director in the Human Resources Department

This Letter to Commission is to inform you that after an extensive recruitment, Yvette Thornton has joined the City of Miami Beach team as Assistant Director of Human Resources. Yvette will assist Sylvia Crespo-Tabak in the areas of Recruitment, Compensation and Benefits, as well as other operational activities and special projects.

Yvette comes to us from New College of Florida in Sarasota, after an eight year tenure. She served as the Diversity Officer and Manager of Human Resources, overseeing Recruitment, Payroll, Benefits, Employee Relations/Labor Relations, Diversity initiatives and Environmental Health & Safety.

Prior to her tenure at New College, Yvette worked ten years for Georgia State University in Atlanta, Georgia, in the College of Arts and Sciences, managing all aspects of recruitment and employee relations.

Yvette received her Bachelor's and Master's degrees in Human Resource Management and currently holds a PHR (Professional of Human Resources) certificate. Attached, for your information, is her resume.

Please join me in welcoming Yvette to the City of Miami Beach!

Attachment


JLM/KGB/SC-T/YT

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CITY CLERK'S OFFICE

YeVette M. Thornton

HUMAN RESOURCES PROFESSIONAL

- Senior Human Resources Business Partner with 15+ years' progressively responsible experience serving the public sector, supporting up to 20 departments and 2000 employees.
- Responsibilities span diversity, organizational planning, merit & performance evaluation process, talent acquisition, Federal laws and regulations, budgeting, compensation, grievance management, employee relations and EEOC investigations.
- Experienced Human Resources professional who consistently demonstrates an outstanding ability to manage, lead and transform organizations, communicates and collaborates effectively at all levels. Recognized as a strong leader, team builder and problem solver with excellent organizational skills.
- Seeking a position with an organization in south Florida that could benefit from my extensive Human Resources experience.

EXPERIENCE

NEW COLLEGE OF FLORIDA, Sarasota, Florida

2007-Present

State of Florida Liberal Arts College; 800 students, 400 employees

Manager and Diversity Equity Officer-Human Resources

- Serve as the key leader reporting to the Vice President, implementing the Human Resources Strategic Plan.
- Lead negotiator for three Unions: AFSCME (Skilled Trades), UFF (Faculty) and PBA (Law Enforcement Officers).
- Responsible for ensuring collaborative relationship with Union Representatives; coordinating programs and activities to enhance relationships between management and employees; and conducting annual surveys to find ways to continue to promote employee satisfaction and engagement.
- Responsible for conducting thorough investigations, gathering relevant information and documents, analyzing facts and producing quality documents used to address employee concerns, legal improprieties, systemic campus problems and/or administer appropriate discipline.
- Responsible for Talent Acquisition: Planning and implementing recruitment strategies to achieve College goals and objectives and secure top talent; and work with department heads to appropriately address staffing needs and succession planning.
- When requested, conduct Life Cycle Recruiting to include interviews and background/reference checks for top candidates.
- Ensure annual diversity accomplishments are successfully aligned with Campus goals.
- Identify training needs, plan, develop and deliver appropriate training on various subjects to employees and supervisors. Oversees and consults on progressive disciplinary actions to ensure compliance with appropriate CBA's and/or College Policies and Procedures.
- Successfully partner with internal and external General Counsel to defend against EEOC and unemployment claims.
- Manages the on-boarding process to ensure effective orientation and minimize downtime for employees.
- Successfully leveraged technology to decrease people resources while increasing departmental efficiencies: Streamlined payroll process from a six day process to a 1.5 day process, successfully re-launched the Performance Appraisal Program from a once-a-month program to an annual program, subsequently improving participation by 20%, implemented campus-wide web time and attendance system, and implemented and currently manage the College's on-line Applicant Tracking System (ATS).
- Effectively work with and influence Senior Leadership, employees and managers through strong business acumen and excellent verbal and written communication skills.
- Resource to effectively resolve issues to include manager training, employee discipline, up to and including terminations.
- Develop and manage Human Resources budget.
- Promoted from Associate Manager–August, 2012.

GEORGIA STATE UNIVERSITY, ARTS & SCIENCES Atlanta, Georgia
Major, urban, public research University; 32,000 students, 2000 employees
College Human Resources Officer

1997-2006

- Served as Human Resources Liaison to the following centralized departments: Employment, Payroll and Employee Records, Benefits, Classification and Compensation, Employee Relations and the Office of Opportunity Development/Diversity Education Planning.
- Responsible for conducting thorough investigations, gathered relevant information and documents, analyzed facts and produced a quality document used to address employee concerns, legal improprieties, systemic college problems and/or administer appropriate discipline.
- Effectively worked with and influenced Senior Leadership, employees and managers through strong business acumen and excellent verbal and written communication skills.
- Became a resource to effectively resolve issues to include manager training, employee discipline, up to and including terminations.
- Ensured department supervisors and business managers followed established procedural guidelines regarding University's policies and procedures regarding: Payroll, benefits, recruitment, terminations, evaluation methods and conflict resolution.
- Ensured department's complied with Federal regulations regarding: EEOC, ADA, FLSA, FMLA and Worker's Compensation.
- Managed department's budget.
- Promoted three times during employment; hired as HR Assistant-February, 1997.

EDUCATION/ADVANCED TRAINING/MEMBERSHIPS/VOLUNTEER ACTIVITIES/COMPUTER SKILLS

M.A. Human Resources Management, Webster University, Sarasota, FL
Bachelor of Interdisciplinary Studies, Human Resources Mgmt-Legal Studies, Georgia State University, Atlanta, GA
Software: Microsoft Word, Microsoft Excel, PowerPoint, Adobe, Banner, Outlook PeopleSoft HR

Certified Professional of Human Resources (PHR)
Member, Society for Human Resources Management (SHRM)
Member, Sarasota-Manatee Human Resources Association (SHRA)

Volunteer-Personnel Committee Member, Jewish Family and Children Services (JFCS)
Volunteer, New Music New College (NMNC)
Mentor, First Time In College (FTIC) students, New College of Florida
Mentor, Girls Inc.

Honorable Discharge, US Army National Guard, 1995-2003