

# Michael E. McGill, MA, SPHR

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## Human Resources Generalist

Reading Truck Equipment – Louisville, Kentucky – January 2019 to April 2020

Support 4 manufacturing plants in 4 states for all aspects of Human Resources Management.

- Recruited skilled assembly workers and administrative personnel to bring all 4 plants to full staffing compliance within a 6 month period
- Surveyed employees, managers and former employees to address turnover rate and reduced turnover from 27% to 21%
- Began co-op and internship programs at 2 plant locations for high school and community college students
- Assisted in implementation of new company-wide training program for assembly technicians with Louisville plant as the model facility for welding and automotive certifications
- Working with senior HR staff to revise outdated company policies / procedures
- Volunteered to work on task force to transition from ADP to Ceridian HRIS software package  
Established new working relationships with plant managers and employees to improve labor relations environment and address pay, performance, training, and rewards

## Human Resources Specialist

Veterans Health Administration – Lexington, Kentucky -- February 2017 to April 2018

Worked as part of Medical Center Recruiting and Staffing Team to provide staffing, benefits, payroll, classification, job analysis and compliance services to over 2,000 employees in five duty locations in central and eastern Kentucky.

Recruited medical professionals for inpatient and outpatient care, support services and administrative roles including special veterans hiring programs, student internships, and various incentive programs

- Compliance, metrics analysis, policy interpretation and implementation
- Hiring, pay-setting, and compliance for Title 5 and Title 38 categories of Federal employees
- Onboarding process management including credentialing, reference checks, background checks
- Processing of routine and corrective personnel actions using variety of HRIS systems including Kronos WebTA payroll, Oracle PeopleSoft, and VA-Vista
- Participated in Operations & Effectiveness Audit with local, region, and national agency officials

## Human Resources Specialist

US Dept. of the Interior Bureau of Reclamation – Boise, Idaho - November 2014 to February 2017

Worked for Regional Office as Benefits Coordinator and Classification Specialist to service over 550 employees on the Grand Coulee Dam Project for all aspects of employee payroll, benefits, and job analysis.

- Worked as staffing / recruiting support for Security Response Force, Fire Department, Safety & Occupational Health, and Administrative Office for the Grand Coulee Dam
- Benefits administrator for all employee benefits programs including health, dental, vision and life insurance, flexible spending accounts, long-term care insurance, Thrift Savings Plan, savings bonds, financial allotments and charitable contributions. Conducted open season and new-hire enrollment programs.
- Lead in retirement processing for the Grand Coulee Project and backup region-wide, conducting retirement consultations and resolving problem cases in coordination with local offices and other agencies
- Tracking of FMLA, FFLA, Advanced Leave, Leave Share Recipient/Donor Program, LWOP and Adverse Actions, leave audits, employee leave use counseling, and bi-weekly payroll oversight for over 550 employees
- Conducted new hire orientations, benefits and payroll training for timekeepers and supervisors, and

responsible for communicating updates to benefits and payroll issues to the workforce

- Classification and Job Analysis duties to support Regional human resources staff in routine position description reviews, reorganizations, developing new position descriptions and internal audits
- Special projects assigned include wage and earnings surveys, workforce gain / loss reporting, exit interview trend analysis, recruiting strategies, HR compliance audits, and liaison to other agencies' HR offices

## **Human Resources Generalist**

USDA Farm Service Agency – Lexington, Kentucky - February 2004 to October 2014

Worked at the State headquarters level to streamline administrative processes and reduce backlog of projects, increasing levels of responsibility to provide service for 1,200 employees statewide in all aspects of Human Resources.

- Conducted nearly 700 background investigations to ensure compliance with Federal security guidelines and job applicant suitability, including use of SF-85, SF-86 investigations forms, OGE-450 financial disclosure forms, manual and electronic fingerprinting records. Backup manager/sponsor role for ID cards.
- Lead Administrator for all employee benefits programs including health, dental, vision and life insurance, flexible spending accounts, long-term care insurance, Thrift Savings Plan, savings bonds, financial allotments and charitable contributions for permanent full-time and eligible part-time employees.
- Processed onboarding of re-employed annuitants for GS Federal Farm Loan Officer positions
- Worked with employees, US Office of Personnel Management, and National Finance Center to evaluate and process service credits for temporary appointments and US Military active duty periods of service for proper credit towards CSRS / FERS, FERS-RAE and FERS-FRAE retirement annuities.
- Ensured SF-52 Request for Personnel Action forms and EmpowHR Worklist/PAR personnel action requests for CO, AD, and GS pay plan employees were requested, initiated and processed in compliance with agency guidelines outlined in USDA Handbook PM series (27-PM, 32-PM, 22-PM, etc.) and federal Guide To Processing Personnel Actions (GPPA) as applicable.
- Reviewed hardcopy and electronic employee personnel, medical, and performance files for compliance with USOPM Federal Guide to Personnel Record Keeping and USDA agency standards
- Assisted 64 offices statewide with recruiting and staffing for both GS Federal and CO County Office category employees using both competitive and non-competitive hiring authorities.
- Assisting management in review of County Committee Elections and onboarding / termination of new or expired COC members
- Processed personnel and pay actions for AD pay plan State and County Committee Members
- Worked with Farm Loan Managers and State Office administrative staff to ensure Merit Promotion Plans and principles were applied within compliance for vacancy announcements, hiring, interviews, promotions, and reassignment actions for Federal GS employees.
- Applied Veterans Preference rules for hiring Federal GS employees including VRA and VEOA non-competitive hiring authority programs including review of DD-214 military discharge records to establish eligibility and proof of Veteran status for 5- and 10-point preference adjudications.
- Assisted local office County Executive Directors and the Administrative Officer with job analysis, position description revisions, AD-332 position cover sheet updates, and classification of new County Office CO pay plan employees. Assisted Farm Loan Managers, Administrative Officer and other Human Resources staff with job analysis, position description revisions and classification requests for Federal GS pay plan employees
- Processed over 100 retirements as part of agency downsizing and early-out program
- Participated in agency recruiting efforts utilizing the USAJOBS.gov website, job fairs, local advertising, minority group outreach program, Pathways student program, and developing new-hire orientation training materials.
- Worked with County Executive Directors and Farm Loan Managers to develop vacancy announcements for recruitment efforts at entry level, mid-level or full performance levels using both competitive and non-competitive hiring authorities such as Schedule A disability hiring, Veterans programs, internships, and reinstatement eligible former Federal employees.
- HRIS data entry and report generation using EmpowHR (Oracle PeopleSoft), NFC National Finance

Center mainframe and EPIC systems, USOPM E-OPF personnel file system, and USA Staffing applicant tracking system software

- Payroll administration using Kronos/WebTA system for 1,200 employees
- Training of local administrative clerks on procedures and regulation updates
- Human Resources personnel actions data entry, tracking, corrections and reports using Oracle PeopleSoft/ EmpowHR and Federal HRIS systems including USDA-Taleo applicant tracking and Kronos-WebTA payroll.
- Researching regulations, policies, procedures, Code of Federal Regulations, and case precedence for all types of labor relations, workers' compensation, and EEOC issues. Served as first point of contact for employees seeking informal complaint resolution or information on filing formal EEOC and labor relations complaints. Assisted with investigations as requested by management officials.

### **Human Resources Assistant**

US Census Bureau - Jeffersonville, IN - December 1997 to February 2004

Team member for a restructuring and expansion of the organization to include multiple work locations and changing core values.

- Worked to screen over 16,000 job applicants using civil service testing methods to create a viable group of candidates for the organization
- Assisted personnel specialists and information technology staff with pilot project to move into computer-assisted recruiting, testing and application environment
- Increasing levels of responsibility to include testing new procedures, developing training materials and leading workgroup training sessions for Census Operations
- Processed large volume of job applicants, background investigations, benefits enrollments, reduced data entry/filing workload for a union-based work environment of changing priorities and deadlines.
- Timekeeping and payroll reconciliation for 86 employees within the department
- Reports and statistics on hiring process using MS-Access database
- Represented the US Census Bureau at job fairs, public events, targeted group recruiting programs, and answered all types of public inquiries.
- Updating personnel, security, performance, benefits and workers' compensation files
- Assisting with new-hire orientation sessions and paperwork

### **Supervisor**

United Parcel Service - Louisville, KY - October 1993 to April 1997

Part Time Supervisor / Administrative Assistant to hub manager, part-time supervisor of customer counter and on-call-air pickup drivers.

- Directly supervised 7 employees involved with customer counter operations and internal package routing
- Compiled daily and weekly reports on productivity, loss management, training, payroll and operations
- Coached employees on company policies and procedures, workload management and safety
- Compliance with labor practice agreements and regulations
- Oversight of customer inquiries, complaints, suggestions and package tracking from customer counter
- Liaison to Hub Safety Committee, Management Advisory Committee, and Corporate Security

### **EDUCATION**

#### **Master of Arts in Human Resources Management**

2013 Webster University - Louisville, KY

#### **Bachelor of Arts in English**

University of Louisville - Louisville, KY

1996

## SKILLS

Benefits administration, Workers' Compensation, Recruiting & Staffing, Research, Payroll, Report writing, MS-Office, Kronos Payroll (WebTA), USDA-Taleo, Google / Monster, and USA Staffing applicant tracking software, Oracle PeopleSoft HRIS, Job Analysis and Classification, Training course development and teaching, new-hire orientation, presentations to management and employees, Regulations and compliance, liaison with labor relations and EEOC, counseling and advising of employees

## CERTIFICATIONS

### **Senior Professional in Human Resources (SPHR)**

December 2019

### **Professional in Human Resources (PHR)**

June 2013

## GROUPS

### **Society for Human Resources Management (SHRM)**

January 2010 to Present

### **Louisville Society for Human Resources Management (LSHRM)**

January 2010 to Present

### **Delta Mu Delta International Business Honor Society**

May 2013 to Present

### **Civil Air Patrol (U.S. Air Force Auxiliary)**

November 1986 to Present

### **University of Louisville Alumni Association**

1996 to Present

### **Webster University Alumni Association**

2013 to Present

## ADDITIONAL INFORMATION

I have 22 years of experience in the Human Resources field, with a consistent track record of delivering quality results to my clients and management. I have successfully handled increasing responsibility for recruiting and staffing, employee benefits administration, worker's compensation, retirement/succession planning, payroll and leave functions, and writing reports and training materials. With my effective communication, learning and interpersonal skills, I have built teamwork and helped drive continued goal achievement to accomplish the Human Resources mission with successful results. I am looking for the opportunity to share my experiences with students contemplating a career in human capital management or current professionals pursuing their education. I welcome the opportunity to discuss how I may be of benefit to your organization.