

John M. Brooks Jr.

Career Profile:

Extensively experienced and goal-oriented human resource management executive with proven expertise in transformation of human resource operations, with an emphasis on motivating and developing highly skilled managers and professionals. Demonstrated track record in all human resource strategic activities including, organization development, metrics, human resource partner transformation, policy development, legal compliance, employee relations, communication, planning and leadership.

Qualifications

- Over Seventeen years human resources experience; majority in a management or leadership role
- Successful oversight and implementation of organizational development/performance standards, facilitation, federal/state HR law, project management, budget analysis, HRIS development and implementation, compensation and benefits administration, employee training and development, and grants development and administration
- Seventeen years of graduate and undergraduate academic teaching experience

Education

- Master of Public Administration, Missouri State University – May 1996
- Bachelor of Science, Criminal Justice Administration/Psychology, Drury University – May 1993

Employment History

Chief Human Resources Officer, Tennessee Tech University January 13, 2014 to Present

- Senior leadership position responsible for the development and delivery of all University human resource functions for 1500 faculty and staff
- Operational engagement and oversight includes payroll, compensation, benefits, recruitment, training, policy, compliance, metrics, employee relations and Human Resource Information Systems (HRIS)
- Serve as University Equal Employment Opportunity, ADA and Title IX Officer
- Serve as resource coordinator and standing member of multiple University and system wide committees. Committees include Diversity, CHRO Leadership, Sexual Assault Response Team, Threat Assessment Team, Faculty and Non-faculty grievance committee, President's Extended Cabinet and Accommodation Review Committee
- Responsible for oversight and implementation of new online resources including People Admin software upgrade and Banner Online Leave and document management modules

Chief Human Resources Officer, University of Louisiana-Lafayette April 15, 2013 to January 10, 2014

- Senior leadership position responsible for the development and delivery of all University human resource functions for 2100 faculty and staff
- Operational engagement and oversight includes compensation, benefits, recruitment, training, policy, compliance, metrics, employee relations and Human Resource Information Systems (HRIS)
- Served as University Equal Employment Opportunity and Title IX Officer
- Served as resource coordinator and standing member of multiple University and statewide committees. Committees include Diversity, threat assessment, disaster preparedness and business continuity, workforce development and civil service
- Served as resource coordinator and senior formation advisor to new University retirees association

Executive Director Human Resources, Clayton State University September 2008 to March 2013

- Senior leadership position responsible for the development and delivery of all University human resource functions for over 1500 full and part time faculty and staff
- Operational engagement and oversight includes compensation, benefits, recruitment, training, policy, compliance, metrics, employee relations and Human Resource Information Systems (HRIS)
- Serve as University Equal Employment Opportunity and Title IX Officer
- Serve as resource coordinator and standing member of multiple University System of Georgia (USG) strategic initiatives committees. Committees include HR Strategy, Diversity, USG Human Resource Policy, Chief Business Officer Succession, USG Shared Services Governing Council, and Human Resource Professional Development Consortium.
- Principal campus consultant to leadership and line managers regarding organizational development, policies and legal constructs
- Consult on human resource policy, regulation and law including ADA, OSHA, ERISA, AAP, EEO, FLSA, FMLA, and HIPPA
- Established Clayton State training University for faculty and staff. Included the development and implementation of both classroom and online training delivery systems which led to the creation of linkages and shared resources with other University System institution training resources as part of a statewide consortium
- Responsible for serving as Campus Coordinator for successful human resource and payroll conversion from Peoplesoft to ADP enterprise system.
- Responsible for successful acquisition and implementation to People Admin recruitment software for University
- Established new University Compensation program and Classification system. Components of the compensation program are now being used in other USG institutions
- Serve as participating adjunct faculty in the Clayton State University College of Business
- Serve as member of Clayton State's President's Extended Cabinet, Administrative Council, University Strategic Planning Committee, and Facilities Committee
- Coordinated efforts and received University recognition from the Atlanta Journal Constitution and Workplace Dynamics as an Atlanta Metropolitan Area Top 100 Workplace for the years 2012 and 2013. Clayton State University was also cited on the National Top Workplaces list for 2012.

Human Resources Manager, University of Missouri System Division of Information Technology (Missouri Research and Education Network [MOREnet]), February, 2003 to September 2008

- Oversee all human resource functions for all MOREnet, Enhancing Missouri's Instructional Teaching Strategies (eMINTS) and Missouri Bibliographic Information User System (MOBIUS) staff including recruitment, total compensation, employee relations and professional development and performance management
- Responsible for promotion, organizational and curriculum development, and budget for staff and leadership for all organizations served
- Advise and collaborate on development of human resource policy (ADA, ERISA, AAP, EEO, FLSA, FMLA, HIPPA), practice and compensation issues with University of Missouri System and Human Resources
- Responsible for development, implementation and administration of online performance appraisal system CONCERT and 360 feedback for management. Online system and feedback process later adapted for use by other University System institutions, foundations and consortiums.
- Oversee all payroll, compensation and benefits administration for assigned operating units

- Senior advisor to multiple UM System Staff Advisory Councils
- Serve as Human Resource advisor to multiple executive search committees, prepared selection criteria, structured interviews, applicant rating matrices, coordinated communications with applicants, coordinated committee activities and needs with VPHR and officers to Presidents Office for University of Missouri System executive and senior management hiring committees reporting to the University System President

Adjunct Faculty, Columbia College, January, 2005 to 2008

- Instruct undergraduate classes in Business Administration. Courses instructed include:
 - Organizational Behavior
 - Compensation & Benefits
 - Workforce Planning & Development
 - Leadership Skills
 - HR Management Theory
 - Performance Management
- Developed curriculum and master syllabi for Business Administration and Human Resources concentrations

Adjunct Faculty, William Woods University, November, 1998 to 2008

- Instruct graduate MBA and undergraduate classes in Business Administration. Courses instructed include:
 - Organizational Behavior
 - HR Management Theory
 - Performance Management & Training
 - Compensation & Benefits
 - Leadership Skills
 - Employment Law
 - Business Ethics
- Appointed member of University Graduate and Adult Studies curriculum development committee; developed curriculum for Health Administration and Human Resource concentrations

ADDITIONAL WORK EXPERIENCES

Executive Branch, Judicial Branch and Office of Administration 1997 - 2003

HR/Grant Program Officer, Office of State Courts Administrator, Missouri State Supreme Court, 2000 to 2003

- Responsible for research and identification of federal and state funding sources for the Missouri State Supreme Court, Office of State Courts Administrator and Circuit Courts
- Developed and established process and procedure for submission of financial reports, job classifications, payroll, benefits and cash flow analysis for reporting the use of state and federal grants, entitlements and other funding sources
- Project Manager for Title IV-E federal entitlement program; responsible for tracking \$17 million in federal entitlements funds for over 40 judicial circuits
- **Grant Funding**
- **Developed first Performance Management System for the courts employees**
- **Developed first EEO Plan**
- Successfully automated all information collection, processing and reporting needs associated with tracking and reporting grant expenditures
- Coordinated development of Supreme Court employee development/performance management program
- Developed and administered the state judiciary and Supreme Court Equal Employment Opportunity Plan (EEOP)

Personnel Officer, Office of State Courts Administrator, Missouri State Supreme Court, 1998 to 2000

- Provided human resource generalist support for 3,000 circuit court and 300 OSCA employees
- Directed and implemented statewide \$19 million merger to the Circuit Court Personnel and Information System for county/local juvenile court staff employees. Received accommodation from Supreme Court and Circuit Budget Committee for surpassing all implementation objectives well before established timelines.
- Developed and implemented the state judiciary and Supreme Court Equal Employment Opportunity Plan (EEOP) (received federal accommodation for plan)
- Chief judiciary human resources advisor to statewide SAMII HRIS implementation team; developed and maintained HRIS system for judiciary
- Appointed advisor/member to Missouri Statewide Workforce Development committee and Judicial Coordinator for Missouri Quality Award (MQA)
- Revised, maintained and enforced circuit court personnel system policies

Personnel Analyst, Division of Personnel, Office of Administration, State of Missouri, 1997 to 1998

- Conducted field studies of positions in non-merit departments to establish a uniform classification of pay system to secure information affecting the allocation or establishment of positions; recommended a specific allocation after each job audit
- Reviewed classification and salary questionnaires, final audit reports, and formulated recommendations for allocation action, class specification revisions, compensation benefits, and prepared specification in final form for to the individual departments and the Personnel Advisory Board

Human Resources Consultant, 1998 – Present

- Provide human resources consulting services to a variety of private, government and not for profit organizations including United Way of Central Missouri, Girl Scouts of Central Missouri, Staff Parish Relations Officer First United Methodist Church of McDonough, Clayton County Chamber of Commerce Small Business Development Group and Phoenix Group (substance abuse treatment center)
- Areas of focus include strategic planning, management development, recruitment, organizational development, professional development and training, compensation, benefits and job classification

References Available Upon Request