

Katherine P. Stoss

PROFESSIONAL EXPERIENCE

Miami University, Oxford, OH – Department of Human Resources

Interim Associate Vice President, Human Resources (August 2014 – present)

Provide overall leadership for the Human Resources function to include benefits, compensation, employee relations, employment and recruitment, HRIS, labor relations, payroll and staff development. The Human Resources Department has a staff of 34 employees and a budget of \$2.7 million.

Key Achievements:

- Worked collaboratively with University Communications to improve the Human Resources communication process.
- Leading strategic initiative to improve workforce diversity.
- Revised civil service policies and procedures and updated policy handbook for civil service staff.
- Currently leading project for implementation of new on-line recruitment and personnel transaction system.
- Developed reasonable suspicion drug testing policy.

Miami University, Oxford, OH – Department of Human Resources

Director, Compensation, Employment and Technology (July 2004 – July 2014)

Assistant Director, Compensation, Employment and Technology (January 2002 – July 2004)

Manager, Compensation and Employment Services (June 2000 – January 2002)

Compensation Analyst (October 1998 – June 2000)

Provide strategic leadership in compensation administration, workforce planning, and technology to include leading a team of 13 full-time staff. Design and implement the university's compensation and classification plans for administrative exempt, classified non-exempt staff, and student employees. Evaluate market competitiveness based upon survey data and make recommendations to senior executive staff regarding compensation structures. Develop and administer rewards programs and manage the annual increase process. Utilize technology to develop innovative solutions to resolve problems and improve operating efficiency. Responsible for the administration of the Human Resource Information System (Banner), PeopleAdmin, workflows and interface programs. Oversee the recruitment and hiring process for administrative exempt, classified non-exempt, and student employee positions. Obtain work visas and file permanent residency cases for non-resident aliens. Review, revise, and enforce policies and procedures and ensure compliance with legal requirements and bargaining unit contracts as they relate to compensation and employment issues. Oversee labor and employee relations. Negotiate bargaining contracts, conduct investigations, and respond to grievances.

Key Achievements:

- Implemented on-line recruitment tool that includes an import/export interface with the university's HRIS. Improved time to fill vacancies, decreased copying, eliminated double keying of data, and increased process transparency.
- In consultation with a wide variety of constituents (union, management, executive leadership), redesigned non-exempt pay program to align with the market and reduce salary compression.
- Audited university's pay practices and implemented policy changes that resulted in over \$800,000 in cost avoidance (potential government fines).
- Led cross-functional team to implement salary administration software that significantly reduced processing time and eliminated manual processes for administering the annual budget and salary increases.
- In collaboration with the Division of Information Technology, developed a market-based compensation

structure.

- Leveraged House Bill 187 to improve recruitment and compensation practices and procedures for classified staff, modernizing hiring practices and incorporating management flexibility.
- Currently serving on the university's institutional analytics (business intelligence) team to present and use data in a strategic manner to drive business decisions.

University of Cincinnati, Cincinnati, OH – Department of Human Resources

Senior Compensation Analyst (May 1997 – October 1998)

Compensation Analyst (May 1995 – May 1997)

Acted as a consultant and facilitator to assigned areas of the university and hospital community on human resource issues. Reviewed positions, conducted market and equity studies, performed cost analyses, developed compensation proposals, and performed other activities to administer the compensation and classification programs. Provided generalist services related to employment and benefits for UC hospital employees through the operation of a satellite human resources office.

Key Achievements

- Analyzed turnover trends and affiliated costs in the police department 911 dispatch center. Developed market driven compensation proposal that resulted in improved recruitment efforts and cost reduction.
- Assisted with the research and development of a compensation structure for information technology positions to include developing job families, writing job descriptions, conducting market research, and developing pay structures.
- Provided consultation to business managers regarding compensation, equity and budget issues.

University of Kentucky, Lexington, KY – Human Resource Services Division

Human Resource Office Assistant (June 1993 – May 1995)

Assisted with the administration of the compensation system by analyzing job descriptions/questionnaires for reclassification and ADA purposes. Performed comparative analyses of benchmark positions with participating regional, state and national surveys. Assisted university's unemployment office with the investigation and filing of claims.

EDUCATION:

College of Mount St. Joseph, Cincinnati, Ohio

Master of Science, Organizational Leadership. Graduated with high distinction. May 2012

University of Cincinnati, Cincinnati, Ohio

Master-level course work, Labor/Employee Relations. December 1998

University of Kentucky, Lexington, Kentucky

Bachelor of Arts. Graduated with high distinction. May 1993

PROFESSIONAL CERTIFICATIONS:

Professional in Human Resources (PHR)

Certified Compensation Professional (CCP)

Graduate of the Collegiate Management Institute

LEAN certification

PROFESSIONAL AFFILIATIONS:

World at Work (formerly American Compensation Association)
College & University Professional Association for Human Resources (CUPA-HR)
Society for Human Resource Management (SHRM)

PROFESSIONAL SERVICE:

- College & University Professional Association for Human Resources (CUPA-HR) 2006 National Conference Planning Committee
- Presenter, 2010 National PeopleAdmin Conference, Austin, TX. *Customer Case Study: HRIS Integrations, Data Flow from HRIS into PeopleAdmin – Keeping Position Description Module Data Current.*
- Board Member, Ellucian Banner Human Resources Customer Advisory Board. February 2014 to present.

COMMUNITY SERVICE:

Oxford Community Choice Pantry, Volunteer and Board Member. Vice President, 2006-2009; President, 2009 – 2011.