**DEBRA HALL**

**Overview**

* Significant knowledge of Microsoft Office 365 skills - Excel, Word, Outlook, Power Point
* Proficient in HRIS including Tyler Technologies Munis, Gov’t Employee Mgmt. Systems, OnBase, ESS
* Proven ability to work within expected deadlines and maintain high level of confidentiality
* Demonstrated ability to maintain professionalism and handle stressful situations
* Able to sustain strong, professional relationships with upper management and personnel
* Multifaceted administrative skills, extremely organized and ability to work independently

**Experience**

***City of Mentor - Mentor, Ohio* HR Administrative Assistant 4/2017 – Present**

* Main HR contact when assistance is required by all employees and supervisors
* Responsible for all aspects of recruiting, prepare background screening, application process, I-9 verifications, onboarding
* Prepare, administer all new hire documentation and healthcare enrollments
* Establish, maintain personnel files from new hire through termination, record retention
* Excellent understanding of all Union contracts and the Administrative Employee ordinance
* Responsible for employee Open Enrollment period including audit and update
* Administer all sponsored and voluntary insurance programs, process QE, notify appropriate carriers
* Provide support to BWC/MCO for workers comp claims, complete unemployment documents
* Prepare Public Records requests and external verifications of employment
* Ensure compliance with COBRA, FMLA, HIPPA, FLSA regulations
* Plan, prepare and implement employee wellness programs, educational health activities, flu shots & biometric screening clinics
* Maintain ESS portal and assist users with logins
* Advertise and maintain employment page of City website using WordPress
* Back-up to the Executive Assistant to the City Manager

***City of Mentor* *- Mentor, Ohio* Accounting Assistant 4/2009 – 4/2017**

* Bi-weekly payroll processing for 400+, reconciling, and auditing using Financial/Payroll system
* New employee set up, health care enrollment, benefits, demographics, withholdings
* Update and maintain all employee payroll records, salary increases, union contract step increases, retros
* Process all deductions including deferred comp, garnishments, flexible spending
* Reconciled all healthcare premiums for accuracy, resolve issues and prepare for payment
* Assist in monthly, quarterly tax reporting, year end close
* Assist with employees’ severance payouts upon resignation, prepare for COBRA
* Responsible for auditing and reimbursing all City employees travel expenses

***Accomplishments:***

* Streamlined various processes including application and performance evaluations
* Administered new HRIS open enrollment module
* Vital HR role in new Financial/HRIS software implementation (2018), lead OnBase (Document Management) operation, assist in implementation of Kronos Timekeeping
* Streamlined, revised, and updated Employee Travel Policy/Procedure

**Education/Memberships**

* *Society for HR Management Member (SHRM)* Completed Certification Preparation (2021)
* *Lakeland Community College* Pursuing BA Business Degree (Acct/HR/Business)
* *American Payroll Association* 2009