



## MARC WIRIG

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**Human Resources Administrator with extensive experience and accomplishments improving work force productivity through recruitment & selection, wage & salary administration, labor & employee relations, human resource information systems, and employee development programs.**

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## EDUCATION

- University of Wisconsin – Madison: Bachelor of Science 1967
- University of Wisconsin, Law School: Courses in Constitutional Law, Civil Procedure, Contracts, Legal Writing, Property, Criminal Law, and Torts.
- Management Development: Completed numerous seminars, workshops and conferences on the full scope of human resource issues, management, employee development, labor relations, communications and productivity improvement.

## WORK EXPERIENCE

1996 – present **Staffing Manager - Support Staff**, Anne Arundel County Public Schools, Annapolis, Maryland. AACPS is the 41<sup>st</sup> largest of the 15,000 school systems in the United States, with over 12,000 employees.

From 1996 through 2003 - provide a full range of human resource services to 120 school principals, support service managers/directors and employees over a geographically dispersed area including recruitment & selection, wage & salary administration, assist in contract negotiation and administration, and employee relations. Advise line managers on all aspects of human resources to ensure that management actions comply with federal, state and local laws, Board of Education Policies and Procedures and best practices regarding salary surveys, position classification, recruitment and selection, grievance procedures, collective bargaining, discipline and discharge, employee retention, and contract administration. Member of management bargaining team, participated in numerous bargaining sessions, mediation sessions and arbitration hearings. Testify at hearings involving discipline and grievances.

Currently - responsible for recruitment & selection for three major bargaining units comprising 3,500 employees. Played role in implementation of Brass Ring automated recruitment and selection

system. Responsible for external recruitment in newspapers, professional journals, Career Builder and other recruiting venues. Attend job/career fairs and do professional recruitment. Work leader on recruitment processes. Advise management on wide spectrum of issues related to recruitment and selection including annual involuntary transfer process for overstaffed schools. Perform research on grievances and law suits and develop evidence as required.

1989 – 1996 **Assistant Personnel Officer and Acting Personnel**

**Officer**, Anne Arundel County Government, Annapolis, MD. Anne Arundel County Government is the 43<sup>rd</sup> largest county government in the United States.

Managed 8 professional personnel analysts providing a full range of Human Resource services to 20+ highly decentralized county agencies with 3,500 employees. Responsible for all recruitment and selection services including the implementation of the Sigma V computer assisted selection system, development and purchase of written testing instruments, development and administration of oral examination procedures, position classification, wage surveys, grievance administration and appeals, developed contract language, drafted human resources related legislation for County Board consideration, reorganized and streamlined the police and fire-fighter selection processes, testified at county board meetings regarding legislative recommendations, implemented approved legislation, testified as key management witness on grievance appeals to arbitrators and Board of Appeals, managed grievance and appeals process for management, decided grievances at the final or third step of the grievance process, managed the county government's drug testing program, administered several significant lay-off and employee recall processes, administered the probationary and permanent employee performance evaluation systems, created and presented staff development programs regarding human resources issues/policies/procedures, developed management bargaining positions, attended collective bargaining meetings, and supervised the creation and implementation of a comprehensive human resources manual for HR Staff and line managers. Worked closely with the County Office of Law and Department of Technology on the development and implementation of policies and procedures necessary to accomplish the mission of the Office of Human Resources.

1976 – 1989 **Employee Relations Manager**, (HR Director)

Dane County Government, Madison, WI. Dane County was the second largest county in the State of Wisconsin and a national leader and innovator in county government services because of its progressive tradition and influence.

Full responsibility for human resource and labor relations programs for a county government consisting of over 2,000 employees in 30 highly decentralized departments. The majority of employees were organized in eight collective bargaining units. AFSCME was originally started in the 1930's in the Dane County Highway Department and the county had an extensive history of collective bargaining due to progressive state legislation. Represented the County Executive on human resources issues before the 42member County Board of Supervisors, the largest county or municipal body of elected officials in the United States. Represented management before county standing committees including the Personnel Committee, Finance Committee, Social Services Committee, Public Safety Committee, Recreation and Parks and other standing committees of the Board of Supervisors. Management

representative on the county Affirmative Action and Minority Affairs Committees. Developed and defended changes to county human

resources policies and procedures before standing committees of the county board. Reorganized the human resource programs to achieve greater productivity. Developed and implemented efficient and effective recruitment and selection programs including the creation of a county wide service to local jurisdictions which provided highly qualified candidates, including minority and female candidates, to local police departments for a small fee. Performed extensive management studies on the efficiency and effectiveness of county agencies and whether they were achieving their missions. Recommendations resulted in modernization of major county agencies including the consolidation of the County Police and Sheriff's Departments into one countywide department under the jurisdiction of the

Sheriff. Implemented technological changes in the human resources department including use of word processing programs in the recruitment and selection system. Worked closely with the Division of Information Technology to benchmark cutting edge systems for human resources, finance and payroll. Implemented a major new HRIS which created extensive efficiencies in the collection, retrieval and presentation of HR, Finance and Payroll data. The system had a report writer which could be used for assembling all system data in meaningful reports. The system had a recruitment and selection component and stored information on all applicants and hires. New hire information was accessible for all HR and Payroll functions. Decentralized computer terminals in operating agencies input payroll information for each pay period. Paychecks included compensatory time earned and used and compensatory time balances. Dane County Government was an outstanding organization due to an active and committed elected Board of Supervisors, extensive oversight by politicians and volunteer boards, excellent leadership by elected and appointed department heads, and a hard working, dedicated workforce.

1970 – 1976 **Personnel Manager**, State of Wisconsin, Division of Vocational Rehabilitation. Madison, WI. DVR is a federal program administered by the states. Wisconsin had 650 employees in this federal merit system organization.

Administered the State Civil Service provisions and collective bargaining agreements for a major division with offices in 20 cities throughout the state. Under the direction of the Chief of Manpower, Planning and Development, played a key role in implementing Functional Job Analysis project to break down all work performed in the agency into task

statements with numerical rankings on data/people/things scale developed by Sidney Fine of the Upjohn Institute. Utilized task statements to design jobs to be more efficient and effective and to load jobs vertically and horizontally to ensure that workers had full control over work processes. Resulted in a reduction in job specialization and the ability of workers to control their jobs and provide timely services to clients. The project was used to determine proper staffing levels across the division. Responsible for all human resources functions including recruitment and selection, position classification, contract interpretation, payroll administration, employee performance evaluation, advising line management on problem employees, discipline, grievance administration, representation of management at State Personnel Committee hearings, advised top management on contract administration issues and labor relations, interacted with state legislators on HR issues of concern to the division, provided leadership to agency managers in the field offices regarding HR issues, worked closely with the Director of the Bureau of Social Security Disability Insurance to implement numerous changes in the Bureau's organization, HR policies, work flow, flexible work week, recruitment and testing programs.

1967 – 1970 **Platoon Commander**, United States Marine Corps.  
Vietnam veteran with infantry, military police and amphibious vehicle experience.

Completed Officer Candidate School and Officer Basic Program which instilled leadership competency in Marine Officers as well as knowledge and experience in a wide range of skills necessary to lead Marines in combat. US Marine Corps leadership development is world renowned and has been determined to be the best leadership development program in existence. Provided leadership as a platoon commander for up to 50 Marines in combat assignments in Vietnam. Selected as a platoon commander at Quantico, VA responsible for instilling leadership in officer candidates.

## **VOLUNTEER EXPERIENCE**

Thirty years of volunteer experience in leadership and support service roles for 3<sup>rd</sup> Sector Organizations. Past board member of: Family Service Inc., (Dane County, WI), Rotary Club, Annapolis Republican Central Committee, Annapolis Ethics Commission, Eastport Civic Association, Eastport Community Project. Volunteer for food bank serving disadvantaged. Volunteer companion for developmentally disabled adult since 1995. Lector, St. Mary's Church. Vice President of the Anne Arundel County Amusement License Commission which supervises the operations of three commercial Bingo Halls.

Extensive experience as a volunteer on local, state and national political campaigns.

Campaign Treasurer for city mayor and state legislative candidate, and issues writer for congressional candidate. Served as a member of the Transition Team for County Executive in Anne Arundel County. Vice-Chair of AA County Amusement License Commission which regulates for-profit bingo parlors and electronic pull-tab machines located in Anne Arundel County, Maryland.