

PATRICIA L. HOPKINS

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GOALS STATEMENT

To continue to serve the employees and citizens of the City of Annapolis by relying on over 3 decades of professional Human Resource experience. I have a great appreciation for the positive role that contemporary public management ideals play in managing the changing world of government and the impact that a strong Human Resources group can play in its stability.

EDUCATION

Master's in Administrative Science with a Human Resources Option from John's Hopkins University, awarded 1987

Bachelor's in Sociology from University of Maryland Baltimore County, awarded 1979

EXPERIENCE

CITY OF ANNAPOLIS, HUMAN RESOURCES DEPARTMENT

Acting Human Resources Director

Responsible for the overall operation and function of Human Resources and the Civil Service System; plan, direct and supervise all human resources activities for the City of Annapolis which include position classification, compensation, recruitment, selection and staffing, performance evaluation, employee training and education, employee wellness programs, personnel record maintenance, benefits administration, separation and retirement programs, safety/risk management/workers compensation programs, equal employment opportunity programs, employee and labor relations, labor negotiations, and grievance administration; does related work as required. Continue to perform duties of recruitment and employee relations. August 2015 to present

Recruitment and Employee Relations Administrator

Led the implementation of MUNIS based applicant tracking system while continuing to provide recruitment and outreach support to all city departments. Work closely with public safety agencies to support entry level, previously trained and promotional recruitment processes to ensure examinations and selections are fair and consistent with policy, bargaining agreements and law. Responsible for City's EEO/Affirmative Action plan. Handle all allegations of employment discrimination and workplace violence to include conducting investigations and reporting conclusions. Advise departments in disciplinary matters or employee conduct concerns. Assisted with IBB process to include labor and employment research, support during meetings to include consolidation of meeting notes and review of collectively bargained items for agreement and sign off. Manage the City's classification and compensation system to include conducting job audits, writing job descriptions and determining proper grade assignments for positions. Provide support to other HR functions to include benefits, leave and absence management, pension, training and policy and procedure interpretation and creation. May 2013 to present

ANNE ARUNDEL COUNTY GOVERNMENT, OFFICE OF PERSONNEL

Provided the full range of human resources services to a classified workforce of over 4200 employees (the majority of whom are represented by 13 bargaining units) and an additional 1500 temporary and contractual employees. This office is an internal resource to twenty county departments as well as number of state agencies receiving county support and serves more than 12,000 applicants per year for county positions. The following positions have been held:

Assistant Personnel Officer, Employee Development and Employment Services Division

Initial assignment in the position of Division Director was to create and direct a transition from generalist approach to HR services to specialization while maintaining strong interaction between specialized units. Developed and managed all activities related to recruitment/examination/employment, classification and compensation, HRIS records and position management, performance planning and appraisal program, training program, drug and alcohol program, Employee Assistance program, internship program, high school cooperative program, and employee and labor relations assistance which included extensive research, investigations and complaint resolution regarding potential employment discrimination. Prepared and presented County Code legislation related to Personnel ordinance. Was the principal on Department of Justice inquiries and developer of Equal Employment Opportunity plans. Accomplishments include implementation and expansion of web-based applicant management system to include ability to handle extensive public safety examinations and reporting to include adverse impact determinations. February 2000-May 2013

Senior Personnel Analyst

Managed Public Safety team providing a very broad range of human resources services to include advice and guidance on employee/employer issues related to discipline, performance management, fitness for duty, legal or contract interpretation to include ADA, ADEA, FMLA, FLSA, FMCSA, Title VII, USERRA, and County Code/Charter. Also provided classification and compensation review and support for labor relations as well as all related recruitment and staffing including examinations, background standards application and development, and staffing. Public Safety includes Police, Fire, Detention and Sheriff. Also prepared and presented personnel legislation to County Council and provided complex assistance to labor relations effort through research and direct support. Milestones included continuous recruitment for most entry level public safety positions, success with complex personnel legislation before council, overseeing complicated classification efforts particularly in Clerical Maintenance project, and having Office of Personnel's job announcements and county application placed on the County's web page. July 1999 to February 2000

Personnel Analyst III, II And I

Provided full range of human resources support to many different departments in county government to include recruitment and staffing, employee and labor relations, grievance hearing officer, fitness for duty, classification and compensation and advice and guidance in interpreting complex federal, state and county law as well as union contract interpretation in employee/employer issues to include discipline and discharge cases. Extensive knowledge of County Charter, County Code, federal employment laws to include ADA, FMLA, FLSA and antidiscrimination laws. Prepare personnel legislation and oversee performance management system to include policy development, training and management of pay for performance based program. September 1985 to July 1999

PRIOR HUMAN RELATIONS EXPERIENCE

Howard County, HR Administrative Aide providing support in EEO plan management, HR database management, extensive research and development assistance with policy development and recruitment support to include application review and public safety examination processes. 1983-1985.

Selig and Associates, HR Consultant in Human Resources Management and Development. Provided assistance in classification and compensation, training and development, employee relations and other areas of personnel management. Policy development included composing personnel manuals, work rules, establishing grievance procedures and performance evaluation systems for local governments. 1981-1983

City of Annapolis, Personnel Office, conducted internal and external surveys, studies and reports. Assisted with revision of Civil Service section of the City Code, first comprehensive Personnel Manual for all City departments, and development of various program manuals, upward mobility charts for employees, employment application redesign and created first employee newsletter. 1979-1981

Certifications

Society for Human Resources Management, Senior Professional in Human Resources since 2001
International Public Management Association – Human Resources, Certified Professional since 2006

Maryland State Retirement System, Certified Retirement Coordinator, 2015

Association Memberships

Local Government Personnel Association, previously held Board of Directors positions of President, Immediate Past President, Vice President, Treasurer, and At Large member. Since 1986

International Public Management Association – Human Resources, Patuxent River Basin Chapter, founding member and first elected President. Since 2006

Clean Islands International – founding member of non-profit international environmental and technical assistance organization. Held positions of President and am currently Executive Director. Since 1989