

TAMMY KIBLER

Human Resources Professional

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SUMMARY

- 10+ years Human Resources experience
- Employee relations and liaison between management and employees
- Project management
- Skilled in Microsoft Office Suite, Peoplesoft (Oracle), Kronos, Caselle, ADG, NeoGov,
- Technical Communications
- Type 70 WPM

RELEVANT EXPERIENCE

Employee relations

- Managed all DOT driving record for CDL drivers
- Coordinated and presented all New Employee Orientations, Education and Benefit Fairs
- Assisted employees with employee relations, including benefits and compensation with ADG database, educational assistance, and compensation
- Liaison between Employees and Insurance companies for coverage questions
- Implemented incentive and motivational programs for employees (Maintain Don't Gain)
- Partnered with management to resolve employee relations issues, i.e. Corrective actions, performance reviews
- Completed investigations and allegations of harassment, violations of policy, and all other matters
- Processed compliance documentation to ensure success of quarterly audits
- Assisted Senior Management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations with city personnel in development and interpretation of city and department policies. Conferred with legal advisors and city officials regarding management problems.
- Updated job requirements and job descriptions for all positions
- Implemented process improvement to automate office operations, including record tracking, new filing systems, and uniform needs
- Generated and updated complete and accurate employee files for all departments

Benefits

- Processed pay increases, including performance reviews, promotions and Cost of Living Adjustments (COLA)
- Managed retirement plans
- Applied discounts for employees when appropriate
- Assisted employees with setting up benefits and answered questions about educational assistance
- Managed benefits within benefit vendor databases

Leave Requests

- Managed FMLA, ADA, Short Term Disability Claims
- Granted approval for Emergency Leave

- Managed Workers' Compensation and Exposure Claims

Recruitment

- Recruited and interviewed 350+ candidates for local government positions
- Reviewed job applications to identify, vet, and recommend optimal candidates
- Completed offer letters
- Scheduled drug screens, completed criminal backgrounds, psychological evaluations, and physicals for each candidate
- Managed swearing in processes for the Police Department

Project Management

- Created and implemented new NeoGov Applicant Tracking System with no issues
- Lead Mission and Value team and designed new Values logo
- Managed Maintain Don't Gain program for 4+ years

EDUCATION

Bachelor of Arts in Human Resource Management
Ashford University, Clinton, IA

01/2014

WORK EXPERIENCE

Volunteer Trainer / Interview panelist

Stratmoor Fire Department
Colorado Springs, CO

Security Fire Department
Colorado Springs, CO

Human Resources Director
City of Florence, Florence, CO

02/2019-06/2019

Human Resources Generalist
City of Fountain, Fountain, CO

05/2014-02/2019

Human Resources Business Partner
Time Warner Cable, Colorado Springs, CO

08/2008-05/2019