

# Carmen Johnson

Sacramento, CA

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916-952-4178

## Work Experience

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### **Human Resource Manager**

Pending Layoff Aug - Sacramento, CA

March 2018 to Present

#### Severance Package

Responsible for all aspects of both Federal and state law compliances; Advise Managers on lawful and best practices along with company policy guidelines and mandates. Employee relations; revise and implement SOP's; On-boarding; LOA's; 401K; Benefit administration. Workers Compensation; Payroll; Policy Review and recommendations. Benchmarking; report data analysis to executive management. Investigations of both law compliance and company policy violations. Advise on lawful matters. Ensure FMCSA/DOT regulations are adhered. Assist with implementation of new HACCP regulations.

### **Human Resource Manager**

Hospice of Amador and Calaveras - Jackson, CA

May 2017 to January 2018

Creation and implementation of required State of CA Emergency Health & Safety Program; train and advise Department Managers on lawful and best practices along with company policy guidelines and mandates. 403B enrollment and reporting; Benefit contracts and management. Salary benchmarking; recruitment; health licensing compliances; LOA's; creation of Employee Handbook; HR Coalitions and Summits (local); head up Employee Advisory Group; DMV Pull Notice management. Manage monthly safety meetings; IIPP; trainings; drills; safety presentations (guest speakers); PPE at both facility and thrift stores; workers compensation including back-to-work program.

### **Human Resource Manager**

Hope Consulting

February 2017 to May 2017

Recruiting; Benefits; Employee Relations; HR related training for managers and supervisors; on-boarding; HR related vendor contracts; SOP Implementation; Law and Compliance reviews and revisions; Handbook revisions.

### **Human Resource Manager**

Corporate Office - Sacramento, CA

May 2015 to September 2016

#### Severance Package

Responsible for all aspects of both Federal and state law compliances for 28 News Media Groups nation-wide. Advise HR Managers on lawful and best practices along with company policy guidelines and mandates. Employee relations; revise and implement SOP's; On-boarding; LOA's; 401K; Retirement packages; Benefit administration. Workers Compensation; Payroll; Policy Review and recommendations. Orchestrate and implement complete reorganization of corporate departments

at a national; regional; and local level with VP's and Directors at the executive level. Analyze and advise on department staff needs; job summaries; salary categories: developed and implemented Excel spreadsheet with data for salary analysis per department (to include bonus and commission structures per position and/or category); analyze data relative to geographical markets cross-referenced with position responsibilities; create salary compensation for newly developed positions within departments/markets; utilize outside resources for both research and checkpoint reference. Enroll and report on 401K and Pension Plans. Benefit contracts and management Determine salary status and code jobs based on job descriptions for upper-level management for budget purposes while coordinating with finance on department; salary; position changes for P&L and required reporting. Prepare and present severance packages. Report salary updates per position as required by Federal mandate for publicly held organizations. Maintain the highest level of confidentiality under Fair Trading. Advise managers on salary recommendations to staff; salary negotiations with potential employees and internal promotions. Advise on bonus structures; payouts; and any revisions. All aspects of executive level and standard HR responsibilities. Implemented HRIS (Icims) system; assisted with National use an training of HRIS Systems. Developed written procedures between HR and Fianance for any and all changes related to budgets; salary changes; employee transfers; projected department reorganizations for salary purposes related to the financial departments.

### **Sr. HR Generalist**

Corporate Office - Sacramento, CA  
April 2014 to April 2015

Responsible for all aspects of lawful compliance and adherence for 88 branches in 17 States: Benefits Administration (Including Voluntary Benefits; 401K; FSA; etc.); Benefit contracts and management ; all aspects of Workers Compensation (Contractual Agreements with Independent States and Insurance Vendors; Rate; etc.) Identifying SOP needs with responsibility of writing and implementation; Policy Management; New SOP's; Employee Relations with disciplinary processes; advising department managers ;COLA review and advisement; training of junior staff members; Leave of Absence Administration; Lawful Compliance and implementation with all state and federal laws; IIPP Implementation and Administration; wage attachments; EDD Claims; Legal Litigation; Research and written company policies for Employee Handbook; Ergonomic Training. Implemented HRIS (Icims) for use in HR department (compliance; training; operations).

### **HR Manager/Safety Manager**

B&G Delivery - Sacramento, CA  
January 2012 to April 2014

Responsible for all aspects of human resources management(EDD; Workers comp; Lawful Compliance with state and federal laws; Implementation and management of Company Safety Program and adherence; location safety tours, reviews, inspections, implementation; etc.) Enroll and report for all employees eligible for 401K. All building and safety code requirements; and all State Safety Requirements. Regional recruiting; New Hire Orientation Development and Training; Operations; file maintenance; Benefit administration; training processes; attrition; budgets; mediation; personnel issues; personnel management for 7 regions within 4 states; wage attachments; maintain all lawful compliances for FMCSA; DOT; State of CA, OR, WA, and NV. Assist in legal litigation. MVR's; Pull Notices; Random Drug Testing Administration. All Safety related compliances and requirements: DOJ/DOT/CHP/FIRE/OSHA inspections. BIT inspections; IIPP; ER evacuations. HAZMAT trainings and compliances; Storm Water Plan, Submission, and Evaluation. Emissions compliances. Coordinated all finance related issues with the CFO regarding budgets; salary; staff projections.

## **Human Resource Supervisor**

Denio's - Roseville, CA

December 2007 to October 2010

Moved to KS

Responsible for all aspects of Human Resources: workers comp(all aspects); all medical benefits; scheduling; payroll; hiring; advertising; recruiting; terminations; EDD claims & appeals; processing & maintaining all personnel records (including write-ups, vacations; scheduled performance reviews; medical records; personal info.); new hire orientation; employee medical benefits; editing of employee handbook (addendums); reviewing all meal & hour compliances; keeping in compliance of all state & federal laws; FMLA; All Forms of LOA's; initiating & scheduling of all state & federal certifications necessary/required for managers & employees. Profit sharing reporting. Assist and manage implementation of 401K Plan. Safety trainings; quarterly/annual safety meetings in accordance to OSHA; all OSHA reporting & compliance; IIPP Compliance to include fire & both private and public evacuation procedures; issuance & ordering all necessary safety equipment; review semi-annually all yard equipment, building codes and inspections; identifying safety needs and labeling where necessary. All Safety Compliance related required training. Identifying specific department safety needs/requirements & implementing department related trainings

## Education

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### **BA in Human Resources in Human Resources**

Ashford University - San Diego, CA

### **Pre-Law and General Education**

Humphrey's College - Stockton, CA

## Skills

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- 401k
- Loa
- Pension plans
- Employee relations
- Hr metrics
- Hr
- Claims
- Payroll
- Compensation analyst
- Executive compensation
- Hris
- Hr solutions
- Kronos
- Human resource management
- Ada
- Training
- Training programs

- Compensation
- Budget
- Audits
- Human Resources
- Recruiting
- Benefits Administration
- ADP
- recruitment

## Additional Information

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### CORE COMPETENCIES

- Human Resource Management
- Lead Legal Claims: DOL; ADA; DFEH
- New Hire Orientation Development
- Compensation Analyst
- Development of HR Practices
- Streamlined department reporting
- Strong knowledge multi-state HR Laws
- Work with Executives on strategies
  
- Advise HR Managers/Dept. Managers
- Federal salary reporting
- Executive compensation packages
- COLA
- All Aspects of Workers Comp
- National Department(s) Restructuring
- Execute National Regionalization
- Implementation of best HR Methods
  
- Developed Training Programs • HR Solutions and Analysis
- HR Metrics and Needs Analysis
- 401K; 403B; Pension Plans
  
- Event Coordination & Execution
- SOP Implementation
  
- Off-Boarding/Severance Plans • Communication Proficiency
- Benefit Administration • Conduct Annual Safety Meetings
- Lawful Compliance for 32 States
- Payroll: All aspects of compensation
  
- Safety Management (IIPP; EPP)
- State and Internal Audits
  
- LOA Administration

- New Position Implementations
- Employee Relations
- Implemented HRIS & ATS systems
- Trained Managers/Dept. & HR
  
- Employee Handbook Analysis
- Salary Budget Allocations
- Significantly reduced attrition
- PeopleSoft; Icms; Kronos; MS Office
- MS Office 10