
WAYNE C. HOWARD

HUMAN RESOURCES SPECIALIST

PROFILE

Seasoned, competent, and dynamic human resources professional with solid and progressive experience in all facets of human resources management. Highly skilled at managing employee relations, benefits, classification and compensation, recruitments, training, and risk management. Demonstrated outstanding ability in providing critical support in the development and implementation of innovative human resources strategies to achieve optimal business results. Proven track record of success in streamlining HR processes and carrying out cost control measures while maintaining high levels of employee morale.

CAREER PATH

FREDERICK COUNTY GOVERNMENT ▪ FREDERICK, MD

DIRECTOR OF HUMAN RESOURCES

2017-PRESENT

This professional position performs advanced administrative human resources management work under executive level direction and is responsible for Human Resources management for Frederick County Government. Work includes directing and coordinating the human resource functions of the County such as recruitment and selection, wage and salary administration, benefits, affirmative action, employee relations, training, and employee performance evaluation. The position has the responsibility for the administration of the County's personnel and labor relations program in accordance with the provisions of applicable laws, rules and regulations. This position serves as a member of senior management team and assists the Chief Administrative Officer, County Executive and other team members with strategic planning.

BALTIMORE CONVENTION CENTER ▪ BALTIMORE, MD

CITY OF BALTIMORE

DIRECTOR OF HUMAN RESOURCES

2015-2016

As HR Director, I provide management and leadership for all human resources support to this agency. Plans, directs and executes policies relating to the human resources needs of this agency. I serve as a senior leader and represent this agency in union negotiations; and I hear and resolve labor relations grievances.

BUREAU OF ENGRAVING & PRINTING

DEPARTMENT OF THE TREASURY - WASHINGTON, DC

HUMAN RESOURCES SUPERVISORY SPECIALIST

2011-2015

As a Supervisory Specialist, I manage a group of eight Specialist and support staff in providing recruitment, staffing and classification services for this bureau of 1,800 employees.

CITY OF CAPE CORAL ▪ CAPE CORAL, FL

HUMAN RESOURCES DIRECTOR

2006-2011

As HR Director I was responsible for directing, planning and administering a comprehensive human resources and personnel management program. I manage a full service HR operation to include: Benefits, Class & Comp, Labor Relations, Recruitment, Risk Management and Training & Staff Development. I negotiate and establish contracts for 7 labor unions and health benefits programs for the city. Ensure HR compliance with federal, state and local policies.

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ENOCH PRATT FREE LIBRARY ▪ BALTIMORE, MARYLAND

CHIEF, HUMAN RESOURCES

2005-2006

Efficiently directed and handled entire HR process, including the formulation and analysis of all decisions concerning benefits, labor relations, compensation, budgeting, reclassification, and training, of the organization's central office and 20 branches throughout the City. Participated with the Executive Director and key management positions as a member of the "Executive Leadership Team". As a combined City, State and non-profit board agency, I provided HR services that complied with the requirements of these respective entities. I reorganized the department to better serve the needs of our customers.

DEPARTMENT OF HEALTH AND MENTAL HYGIENE ▪ BALTIMORE, MARYLAND

DEPUTY DIRECTOR, *Office of Human Resources*

2003-2005

Supervised various divisional units of the administration on a daily basis, while regularly performing other responsibilities, such as budget development and management, policy interpretation, as well as legislative review-analysis/response. I represented the department and the Director in various forums, including statewide committees and task force, as well as in legislative hearings. Served as the EEO designee to collaborate with the departmental EEO office to resolve complaints involving the Office of Human Resources.

DEPARTMENT OF HEALTH AND MENTAL HYGIENE ▪ BALTIMORE, MARYLAND

CHIEF, *Testing Services Division, Office of Human Resources*

1995-2003

Served as the manager of a division that provided a variety of time-sensitive recruitment procedures for one of the largest departments in the State of Maryland; supervised a staff of seven professionals and support personnel. Directed the implementation of effective recruitment and examination services to agencies and units of the Department of Health and Mental Hygiene in excess of 10,000 employees on a statewide basis, including 16 hospitals, 20 local country health departments, and the headquarter administrations of the department.

PROFESSIONAL ASSOCIATIONS

Society for Human Resource Management – SHRM
International Public Management Association – IPMA-HR
SW Florida HR Executive Group

EDUCATION

Master of Arts in Public Policy

University of Maryland ▪ College Park, MD

Bachelor of Arts in Sociology/Social Work

University of Maryland ▪ Baltimore County, MD